

NORTH BRUNSWICK TOWNSHIP COUNCIL

REORGANIZATION MEETING AGENDA
710 HERMANN ROAD
NORTH BRUNSWICK, NEW JERSEY

JANUARY 2, 2017
6:00 PM

1. Welcome
2. Invocation – *Father John Polyak, Our Lady of Peace Church*
3. Salute to Flag – *Alessandra and Gianna Socio and Richie Zangara*
4. Star Spangled Banner
5. Certification of Election: Council
6. Administration of Oath to: Councilwoman Guadagnino and Councilman Andrews
7. Call to Order, Roll Call, Sunshine Notice
8. Election of Council President / Administration of Oath
9. Resolution / Professional Service Contract / Township Attorney:
DeCotiis, Fitzpatrick & Cole, LLP 1-1.17
10. Administration of Oath / Township Attorney: *Ronald Gordon, Esq.*
11. **Resolutions on Consent Agenda:**
Professional Services:
 - a. Public Defender *Michael Policastro, Esq.* 2-1.17
 - b. Rejecting Proposals submitted for PRO17006 for Conflict Public Defender 3-1.17
 - c. Labor Attorney *Ronald H. Gordon of DeCotiis, Fitzpatrick & Cole, LLP* 4-1.17
 - d. Engineer *CME Associates* 5-1.17
 - e. Bond Counsel *McCarter & English* 6-1.17
 - f. Legal Services / Tax Appeals *Harry Haushalter, Esq.* 7-1.17
 - g. Legal Services / Conflict Tax Appeal Counsel *Shamy, Shippers & Lonski, PC* 8-1.17
 - h. Appraisal Services E.U.S. *BRB Valuation & Consulting* 9-1.17
 - i. Appraisal Services E.U.S. *Sockler Realty Services Group, Inc.* 10-1.17
 - j. Municipal Prosecutor *David P. Lonski of Shamy, Shippers & Lonski, PC* 11-1.17
 - k. Financial Advisor E.U.S. *ACACIA Financial Group Inc.* 12-1.17
 - l. Water / Wastewater Consultant EUS *Frank Mangravite, PH.D. with*
Public Works Management 13-1.17
 - m. Wastewater Collection System Oversight *Stantec* 14-1.17
 - n. Environmental Engineer Services *CME Associates / JM Sorge &*
T&M Associates 15-1.17
 - o. Municipal Architect Services *Tokarski and Millemann Architects, LLC*
and Arcari and Iovino, P.C. 16-1.17
 - p. Special Counsel (Municipal Lien and Real Estate) *Goldenberg, Mackler*
Savegh, Mintz, Pfeffer, Bonchi & Gill 17-1.17
 - q. Municipal Auditor *Hodulick and Morrison, PA* 18-1.17
 - r. Risk Management Consulting Services *Arthur J. Gallagher* 19-1.17
 - s. Traffic Engineering Services *Maser Consulting* 20-1.17
 - t. Municipal Engineer *Remington, Vernick & Vena* 21-1.17**Directors / Other appointments:**
 - u. Twp. Fire Chief / 1st and 2nd Asst. Chiefs / Chief: Bureau of Fire Prevention 22-1.17
 - v. Council representative – Planning Board *Ralph Andrews* 23-1.17
 - w. Zoning Board of Adjustment (council appt.) 24-1.17
 - x. Middlesex County Housing Community Development Committee *Bill Nelson* 25-1.17
 - y. Tax Search Officer *Fran Cipot* 26-1.17
 - z. Public Agency Compliance Officer *Justine Progebin* 27-1.17
 - aa. Protected Tenancy Act Agency *Michael Proietti* 28-1.17

REORGANIZATION MEETING AGENDA
710 HERMANN ROAD
NORTH BRUNSWICK, NEW JERSEY

JANUARY 2, 2017
6:00 PM

Consent Agenda cont.

Authorize:

bb.	Fixing interest rate on delinquent taxes	29-1.17
cc.	Collection of interest for delinquent payment of utility charges	30-1.17
dd.	Fee for returned checks	31-1.17
ee.	Tax Assessor to file tax appeals on behalf of Twp.	32-1.17
ff.	Cancel property Tax Refund or Delinquency less than \$10.00	33-1.17
gg.	Special Rules of Order	34-1.17
hh.	Mayor / Council to hold <i>Executive Session</i>	35-1.17
ii.	Establishing a cash management plan and naming official cash depositories	36-1.17
jj.	Purchases from State Contract Vendors	37-1.17
kk.	Authorizing the Rodgers Group, LLC to assist the Police Department in the Accreditation Process	38-1.17

Designate:

ll.	Date, Place and Time for Township Council Meetings	39-1.17
mm.	Official Newspaper	40-1.17
nn.	Sunshine Notice Annual Meetings	41-1.17

12. Administration of Oath:

Fire Department Officers:

Fire Chief – Kevin Graulich

First Assistant Chief – Donald Salzmman, Sr.

Second Assistant Chief – Kevin Meehan

Chief: Bureau of Fire Prevention – Thomas Lettieri

- 13. Public Hearing (15 minute session)**
- 14. Mayor Womack's State of the Township Address**
- 15. Adjourn**
- 16. Benediction – Father John Polyak, Our Lady of Peace Church**

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH
RONALD H. GORDON, ESQ. OF THE FIRM
DECOTIIS, FITZPATRICK & COLE, LLP
TO SERVE AS TOWNSHIP ATTORNEY**

WHEREAS, the Township of North Brunswick has a need to acquire professional services for a Township Attorney for 2017; and

WHEREAS, on September 26, 2016 the Township Council approved resolution 258-9.16 authorizing the solicitation of Requests for Proposals for said professional services; and

WHEREAS, services were procured in formal manner under N.J.S.A. 40A:11-4.1a et seq. under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to submit a proposal; and

WHEREAS, the Purchasing Agent received, and the Deputy Municipal Clerk witnessed, the receipt of one proposal for said professional services on November 10, 2016; and

WHEREAS, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein an Evaluation Report detailing their review and recommendation; and

WHEREAS, the Evaluation Committee recommends the award of contract PRO17003 to Ronald Gordon Esq. of the firm DeCotiis, Fitzpatrick & Cole, LLP serve as Township Attorney for 2017; and

WHEREAS, it is in the best interest of the Township of North Brunswick to enter into an agreement with Ronald Gordon Esq. of the firm DeCotiis, Fitzpatrick & Cole, LLP (Glenpointe Centre West, 500 Frank W. Burr Blvd., Teaneck, NJ 07666) to serve in the position as Township Attorney for calendar year 2017; and

WHEREAS, the firm DeCotiis, Fitzpatrick & Cole, LLP shall be compensated for these services at an amended, and mutually agreed, blended hourly rate of \$175.00 for partners and associates, an amended, and mutually agreed, blended hourly rate of \$95.00 for law clerks and paralegals, and reimbursable expenses in an amount not to exceed \$280,000.00 for general matters exclusive of special projects services; and

WHEREAS, the Chief Financial Officer has certified that \$130,000.00 is available for this purpose in FY2017 Legal OE budget account 7-01-20-155-000-981 for general legal, excluding special services which shall be charged to the related accounts as certified by the Chief Financial Officer, for services ending June 30, 2017 and the balance shall be certified upon the appropriation of funds in FY2018.

NOW, THEREFORE, BE IT RESOLVED on this 2nd day of January, 2017, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with Ronald Gordon Esq. of the firm DeCotiis, Fitzpatrick & Cole, LLP to serve as Township Attorney for 2017 with a contract authorization not to exceed \$280,000.00 for general legal matters exclusive of special project services.

BE IT FURTHER RESOLVED notice of this action shall be published in the Home News & Tribune within 10 (ten) days after its passage.

CERTIFICATION

I, Kala Sriranganathan, Chief Financial Officer, certify that \$130,000.00 is available for this purpose in FY2017 Legal OE budget account 7-01-20-155-000-981 for general legal, excluding special services which shall be charged to the related accounts as certified by the Chief Financial Officer, for services ending June 30, 2017 and the balance shall be certified upon the appropriation of funds in FY2018. Contract PRO17003

Kala Sriranganathan
Chief Financial Officer

Kathryn Monzo
Business Administrator

Ronald Gordon, Esq.
Township Attorney
Approved as to legal form

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
GUADAGNINO				
PALADINO				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 2, 2017.

Lisa Russo
Township Clerk

RECEIPT OF BIDS

November 10, 2016

Results from the receipt of proposals on Thursday, November 10, 2016, at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, NJ.

Present: Justine Progebin, Purchasing Agent
Samantha Gresh, Purchasing Assistant
Milvi Weiner, Deputy Clerk

Resolution #258-9.16 adopted on September 26, 2016 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law. Ms. Weiner asked for any additional proposals. Receipt of proposals is closed.
The following receipt of proposals were received:

Contract PRO17003
Township Attorney

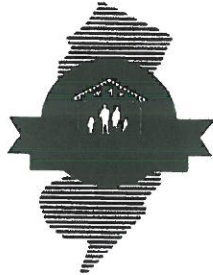
Total

Decotiis, Fitzpatrick & Cole LLP
500 Frank W. Burr Blvd.
Teaneck, NJ 0766

Set Fees

A report will be presented to the Township Council for possible awards at the next Township Council Meeting.

Lisa Russo
Municipal Clerk



TOWNSHIP OF NORTH BRUNSWICK

710 HERMANN ROAD
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 x268

Fax: (732) 289-3822

WWW.NORTHBRUNSWICKNJ.GOV

EVALUATION REPORT
2017 TOWNSHIP ATTORNEY - REQUEST FOR PROPOSAL
DECEMBER 22, 2016

As part of its annual award of professional service agreements in accordance with "Fair and Open" procurement process established in the State of New Jersey pursuant to N.J.S.A. 19:44A-20.1 et seq., North Brunswick Township solicited Requests for Proposals (RFP) for Township Attorney for calendar year 2017.

On September 26, 2016, the Township Council passed resolution 258-9.16 authorizing the solicitation of proposals for this service. The process under a formal RFP allows for factors other than price to be taken into consideration when awarding a contract. This process also requires that a committee be established to evaluate proposals in accordance with "weighted" criteria established prior to solicitation of proposals.

Pursuant to N.J.A.C. 5:34-4.3, the Township established a three (3) person committee comprised of the following individuals:

Kathryn Monzo, Business Administrator

Michael C. Hritz, Director of Community Development

Justine Progebin, Assistant Business Administrator

Prior to the committee's first meeting, each committee member assessed their own affiliations and financial interest, as well as the affiliations and financial interests of family members, to ensure that there was no conflict with potential vendors. Each member signed a statement attesting to the fact that there was no conflict of interest.

The committee reviewed and discussed the Request for Proposal and alternative evaluation criteria. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

1. Understanding and Prior Experience with the township – 30 points
2. Experience and Qualifications of Individuals – 20 points
3. Overall company history – 30 points
4. Agreement to the Pricing Model – 20 points

There was only one proposal received by the submission deadline of October 17, 2016:

DeCotiis, Fitzpatrick & Cole LLP
500 Frank W. Burr Boulevard, Suite 31
Teaneck, NJ 07666

The committee members individually reviewed the proposal. The committee then met to discuss the proposal including: experience, proposed methodology and other factors.

DeCotiis, Fitzpatrick & Cole LLP has served as Township Attorney since 2004. They received unanimous high scores for both their team experience and overall company history. Evaluators ranked their experience high based on performance in 2016 dealing with legal matters. Their total score was 300 out of a possible 300.

The committee therefore recommends the award of contract PRO17003 to DeCotiis, Fitzpatrick & Cole LLP for submitting a proposal that is responsive to the Township's needs and scores the highest in accordance with the pre-established weighting criteria.

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH
MICHAEL POLICASTRO, ESQ.
TO SERVE AS PUBLIC DEFENDER**

WHEREAS, the Township of North Brunswick has a need for a professional to perform the duties as Public Defender for 2017; and

WHEREAS, on September 26, 2016 the Township Council approved resolution 258-9.16 authorizing the solicitation of Requests for Proposals for a professional to serve as Public Defender in the North Brunswick Municipal Court; and

WHEREAS, services were procured in formal manner under N.J.S.A. 40A:11-4.1a et seq. under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to submit a proposal; and

WHEREAS, the Purchasing Agent received, and the Deputy Municipal Clerk witnessed, the receipt of two proposals for said professional services on November 10, 2016; and

WHEREAS, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein an Evaluation Report detailing their review and recommendation; and

WHEREAS, the Evaluation Committee recommends the award of contract PRO17005 to Michael Policastro, Esq. to serve as Public Defender for 2017; and

WHEREAS, it is in the best interest of the Township of North Brunswick to enter into an agreement with Michael Policastro, Esq. (104 South Main Street, Milltown, New Jersey 08850) to serve in the position as Public Defender for calendar year 2017; and

WHEREAS, compensation for these services shall be paid at a rate of \$200.00 per session, for regular and special sessions as scheduled by the Court Administrator, \$50.00 per Court Administration approved consultation, and reimbursable expenses in an amount not to exceed \$25,000.00 for calendar year 2017; and

WHEREAS, the Chief Financial Officer has certified that \$15,000.00 is available for this purpose in trust account D-33-56-850-006-002, \$1,000.00 is available for this purpose in account 7-01-43-495-000-181 for services ending June 30, 2017 and the balance of funds shall be certified upon the appropriation of funds from said account in FY2018.

NOW, THEREFORE, BE IT RESOLVED on this 2nd day of January, 2017, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with Michael Policastro, Esq. to perform the duties as Public Defender in the North Brunswick Municipal Court with an authorization not to exceed \$25,000.00 for calendar year 2017.

BE IT FURTHER RESOLVED notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

CERTIFICATION

I, Kala Sriranganathan, Chief Financial Officer, certify that \$15,000.00 is available for this purpose in trust account D-33-56-850-006-002, \$1,000.00 is available for this purpose in account 7-01-43-495-000-181 for services ending June 30, 2017 and the balance of funds shall be certified upon the appropriation of funds from said account in FY2018. Contract PRO17005

Kala Sriranganathan
Chief Financial Officer

RECEIPT OF BIDS

November 10, 2016

Results from the receipt of proposals on Thursday, November 10, 2016, at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, NJ.

Present: Justine Progebin, Purchasing Agent
Samantha Gresh, Purchasing Assistant
Milvi Weiner, Deputy Clerk

Resolution #258-9.16 adopted on September 26, 2016 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law. Ms. Weiner asked for any additional proposals. Receipt of proposals is closed.
The following receipt of proposals were received:

Contract PRO17005
Public Defender

Total

Eric M. Bernstein & Associates LLC
34 Mountain Blvd. Building A
Warren, NJ 07059

Set Fees

Mike Policastro
104 So. Main Street
Milltown, NJ 08850

Set Fees

A report will be presented to the Township Council for possible awards at the next Township Council Meeting.

Lisa Russo
Municipal Clerk

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
REJECTING PROPOSALS SUBMITTED FOR PRO17006
FOR CONFLICT PUBLIC DEFENDER**

WHEREAS, the Township of North Brunswick had a need for a professional to perform the duties as Conflict Public Defender for 2017; and

WHEREAS, on September 26, 2016 the Township Council approved resolution 258-9.16 authorizing the solicitation of Requests for Proposals for a professional to serve as Conflict Public Defender in the North Brunswick Municipal Court; and

WHEREAS, services were procured in formal manner under N.J.S.A. 40A:11-4.1a et seq. under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to submit a proposal; and

WHEREAS, the Purchasing Agent received, and the Deputy Municipal Clerk witnessed, the receipt of one proposal for said professional services on November 10, 2016; and

WHEREAS, pursuant to N.J.S.A. 40A:11-13.2c et seq. it is the recommendation to the Governing Body to have the Conflict Public Defender appointed by the Municipal Court on an as-needed basis.

NOW, THEREFORE, BE IT RESOLVED on this 2nd day of January, 2017, that the Township Council of the Township of North Brunswick does hereby reject the proposal submitted under PRO17006.

BE IT FURTHER RESOLVED notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

Kathryn Monzo
Business Administrator

Ronald Gordon, Esq.
Township Attorney
Approved as to legal form

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
GUADAGNINO				
PALADINO				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 2, 2017.

Lisa Russo
Township Clerk

RECEIPT OF BIDS

November 10, 2016

Results from the receipt of proposals on Thursday, November 10, 2016, at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, NJ.

**Present: Justine Progebin, Purchasing Agent
Samantha Gresh, Purchasing Assistant
Milvi Weiner, Deputy Clerk**

**Resolution #258-9.16 adopted on September 26, 2016 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law. Ms. Weiner asked for any additional proposals. Receipt of proposals is closed.
The following receipt of proposals were received:**

**Contract PRO17006
Conflict Public Defender**

Total

**Eric M. Bernstein & Associates LLC
34 Mountain Blvd. Building A
Warren, NJ 07059**

Set Fees

A report will be presented to the Township Council for possible awards at the next Township Council Meeting.

**Lisa Russo
Municipal Clerk**

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH
RONALD H. GORDON, ESQ. OF THE FIRM
DECOTIIS, FITZPATRICK & COLE, LLP
TO SERVE AS LABOR COUNSEL**

WHEREAS, the Township of North Brunswick has a need to acquire professional services for Labor Counsel for 2017; and

WHEREAS, on September 26, 2016 the Township Council approved resolution 258-9.16 authorizing the solicitation of Requests for Proposals for said professional services; and

WHEREAS, services were procured in formal manner under N.J.S.A. 40A:11-4.1a et under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to submit a proposal; and

WHEREAS, the Purchasing Agent received, and the Deputy Municipal Clerk witnessed, the receipt of four proposals for said professional services on November 10, 2016; and

WHEREAS, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein an Evaluation Report detailing their review and recommendation; and

WHEREAS, the Evaluation Committee recommends the award of contract PRO17007 to Ronald Gordon Esq. of the firm DeCottis, Fitzpatrick & Cole, LLP and determined him responsive in all respects and qualified for the position; and

WHEREAS, it is in the best interest of the Township of North Brunswick to enter into an agreement with Ronald Gordon Esq. of the firm DeCotiis, Fitzpatrick & Cole, LLP (Glenpointe Centre West, 500 Frank W. Burr Blvd., Teaneck, NJ 07666) to serve in the position as Labor Counsel for calendar year 2017; and

WHEREAS, the firm DeCotiis, Fitzpatrick & Cole, LLP shall be compensated for these services at an amended, and mutually agreed, blended hourly rate of \$175.00 for partners and associates, an amended, and mutually agreed, blended hourly rate of \$95.00 for law clerks and paralegals, and reimbursable expenses in an amount not to exceed \$30,000.00; and

WHEREAS, the Chief Financial Officer has certified that \$20,000.00 is available for this purpose in FY2017 budget account 7-01-20-155-000-983 for services ending June 30, 2017 and the balance shall be certified upon the appropriation of funds in FY2018.

NOW, THEREFORE, BE IT RESOLVED on this 2nd day of January, 2017, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with Ronald Gordon Esq. of the firm DeCotiis, Fitzpatrick & Cole, LLP to serve as Labor Counsel for calendar year 2017 with a contract authorization not to exceed \$30,000.00.

BE IT FURTHER RESOLVED notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

CERTIFICATION

I, Kala Sriranganathan, Chief Financial Officer, certify that \$20,000.00 is available for this purpose in FY2017 budget account 7-01-20-155-000-983 for services ending June 30, 2017 and the balance shall be certified upon the appropriation of funds in FY2018. Contract PRO17007

Kala Sriranganathan
Chief Financial Officer

RECEIPT OF BIDS

November 10, 2016

Results from the receipt of proposals on Thursday, November 10, 2016, at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, NJ.

Present: Justine Progebin, Purchasing Agent
Samantha Gresh, Purchasing Assistant
Milvi Weiner, Deputy Clerk

Resolution #258-9.16 adopted on September 26, 2016 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law. Ms. Weiner asked for any additional proposals. Receipt of proposals is closed.
The following receipt of proposals were received:

Contract PRO17007
Labor Counsel

Total

Decotiis, Fitzpatrick & Cole LLP
500 Frank W. Burr Blvd.
Teaneck, NJ 0766

Set Fees

Comegno Law Group PC
521 Pleasant Valley Ave.
Moorestown, NJ 08057

Set Fees

McManimon, Scotland & Baumann LLC
75 Livingston Ave. Second Floor
Roseland, NJ 07068

Set Fees

Roth D'Aquanni, LLC
150 Morris Ave. Suite 206
Springfield, NJ 07081

Set Fees

A report will be presented to the Township Council for possible awards at the next Township Council Meeting.

Lisa Russo
Municipal Clerk

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH
CME ASSOCIATES TO SERVE AS
MUNICIPAL CONSULTING ENGINEER**

WHEREAS, the Township of North Brunswick has a need to acquire professional services for a Municipal Consulting Engineer for 2017; and

WHEREAS, on September 26, 2016 the Township Council approved resolution 258-9.16 authorizing the solicitation of Requests for Proposals for said professional services; and

WHEREAS, services were procured in formal manner under N.J.S.A. 40A:11-4.1a et seq. under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to submit a proposal; and

WHEREAS, the Purchasing Agent received, and the Deputy Municipal Clerk witnessed, the receipt of five proposals for said professional services on November 10, 2016; and

WHEREAS, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein an Evaluation Report detailing their review and recommendation; and

WHEREAS, the Evaluation Committee recommends the award of contract PRO17009 to CME Associates (3141 Bordentown Avenue, Parlin, New Jersey 08959) to provide Municipal Consulting Engineering services for calendar year 2017; and

WHEREAS, Township Attorney Ronald Gordon has reviewed the proposals submitted and determined the proposal submitted by CME Associates to be responsive under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and any provisions of the revised statutes of the State of New Jersey; and

WHEREAS, it is in the best interest of the Township of North Brunswick to enter into an agreement with CME Associates to provide Municipal Consulting Engineering services for calendar year 2017; and

WHEREAS, CME Associates shall be compensated for these services as outlined within their contract for an authorization not to exceed \$80,000.00 for general engineering services, excluding developer and applicant billing, \$10,000.00 for water related matters, and \$10,000.00 for wastewater related matters; and

WHEREAS, the Chief Financial Officer has certified that \$50,000.00 is available for general engineering matters in account 7-01-21-165-000-200, \$8,000.00 is available for water related matters in account 7-05-55-502-000-200, and \$8,000.00 is available for wastewater related matters in account 7-07-55-502-000-200 for services ending June 30, 2017 and the balance of funds shall be certified upon the appropriation of funds in FY2018.

NOW, THEREFORE, BE IT RESOLVED on this 2nd day of January, 2017, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with CME Associates to provide professional services as Township Engineer for 2017 with a contract authorization not to exceed \$100,000.00, exclusive of developer and applicant billing.

BE IT FURTHER RESOLVED notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

CERTIFICATION

I, Kala Sriranganathan, Chief Financial Officer, hereby certify that \$50,000.00 is available for general engineering matters in account 7-01-21-165-000-200, \$8,000.00 is available for water related matters in account 7-05-55-502-000-200, and \$8,000.00 is available for wastewater related matters in account 7-07-55-502-000-200 for services ending June 30, 2017 and the balance of funds shall be certified upon the appropriation of funds in FY2017. Contract PRO17009.

Kala Sriranganathan
Chief Financial Officer

Kathryn Monzo
Business Administrator

Ronald Gordon, Esq.
Township Attorney
Approved as to legal form

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
GUADAGNINO				
PALADINO				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 2, 2017.

Lisa Russo
Township Clerk

RECEIPT OF BIDS

November 10, 2016

Results from the receipt of proposals on Thursday, November 10, 2016, at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, NJ.

Present: Justine Progebin, Purchasing Agent
Samantha Gresh, Purchasing Assistant
Milvi Weiner, Deputy Clerk

Resolution #258-9.16 adopted on September 26, 2016 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law. Ms. Weiner asked for any additional proposals. Receipt of proposals is closed.
The following receipt of proposals were received:

Contract PRO17009
Municipal Engineer

Total

Center State Engineering
481 Spotswood Englishtown Road
Monroe, NJ 08831

Set Fees

CME Associates
3141 Bordentown Avenue
Parlin, NJ 08859

Set Fees

Engineering & Land Planning Associates Inc.
140 West Main Street
High Bridge, NJ 08829

Set Fees

Remington, Vernick & Vena Engineers
3 Jocama Blvd. Suite 2
Old Bridge, NJ 08857

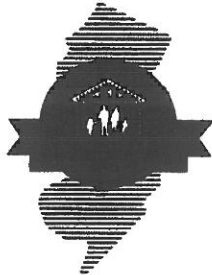
Set Fees

T&M Associates
Eleven Tindall Road
Middletown, NJ 07748

Set Fees

A report will be presented to the Township Council for possible awards at the next Township Council Meeting.

Lisa Russo
Municipal Clerk



TOWNSHIP OF NORTH BRUNSWICK

710 HERMANN ROAD
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 x268

Fax: (732) 289.3822

WWW.NORTHBRUNSWICKNJ.GOV

EVALUATION REPORT

2017 CONSULTING ENGINEERING SERVICES- REQUEST FOR PROPOSAL

DECEMBER 22, 2016

The Township of North Brunswick seeks a qualified vendor to serve as the Consulting Engineer for the municipality for 2017. Five (5) proposals were received, all demonstrating general experience and meeting the fundamental qualifications of the services required. A three (3) person committee evaluated the proposals comprised of the following individuals:

Kathryn Monzo, Business Administrator

Michael C. Hritz, Director of Community Development

Justine Progebin, Assistant Business Administrator

Prior to the committee's first meeting, each committee member assessed their own affiliations and financial interest, as well as the affiliations and financial interests of family members, to ensure that there was no conflict of interest with vendors that provide engineering services. Each member signed a statement attesting to the fact that there was no conflict of interest. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion on a 100 point scale was as follows:

1. Understanding and Prior Experience with the township – 30 points
2. Experience and Qualifications of Individuals – 20 points
3. Overall company history – 30 points
4. Agreement to the Pricing Model – 20 points

On September 26, 2016, the Township Council passed resolution 258-9.16 authorizing the solicitation of proposals for said service. The following five (5) proposals were received by the submission deadline November 10, 2016:

CME Associates
3141 Bordentown Avenue
Parlin, N.J. 08859

Center State Engineering
481 Spotswood Englishtown Road
Monroe, NJ 08831

Engineering & Land Planning Associates, Inc.
140 West Main Street
High Bridge, N.J. 08829

Remington, Vernick & Vena Engineers
3 Jocama Blvd.
Old Bridge, N.J. 08857

T & M Associates
Eleven Tindall Road
Middletown, N.J. 07748

CME Associates has served as the Township's Consulting Engineer for more than 25 years. They received high scores for both their team experience and overall company history. Their total score was 275.

Remington, Vernick & Vena Engineers (RVE) and T & M Associates (T&M) tied for second place each with a score of 245 points, with Engineering & Land Planning Associates, Inc. (ELPA) ranking fourth place with a score of 220, followed by Center State Engineering (CSE) with 200 points. RVE and T&M are experienced and credible engineering firms who have both been engaged by the township for various other engineering projects. They otherwise compare less favorably to the scope, staffing and quality of work provided to the township by CME Associates. Both ELPA and CSE are significantly smaller firms with little comparable experience to a town of North Brunswick's dimension and demands.

Accordingly, it is the Evaluation Committee's recommendation to appoint CME Associates as the 2017 Municipal Engineer.

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH
MCCARTER & ENGLISH, LLP TO SERVE AS
BOND COUNSEL**

WHEREAS, the Township of North Brunswick has a need to acquire professional services for Bond Counsel for 2017; and

WHEREAS, on September 26, 2016 the Township Council approved resolution 258-9.16 authorizing the solicitation of Requests for Proposals for said professional services; and

WHEREAS, services were procured in formal manner under N.J.S.A. 40A:11-4.1a et seq. under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to submit a proposal; and

WHEREAS, the Purchasing Agent received, and the Deputy Municipal Clerk witnessed, the receipt of four proposals for said professional services on November 10, 2016; and

WHEREAS, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein an Evaluation Report detailing their review and recommendation; and

WHEREAS, the Evaluation Committee recommends the award of contract PRO17008 to McCarter & English, LLP (4 Gateway Center, 100 Mulberry Street, Newark, NJ 07102) to serve in the position as Bond Counsel for calendar year 2017; and

WHEREAS, Township Attorney Ronald Gordon has reviewed the proposals submitted and determined the proposal submitted by McCarter & English, LLP to be responsive under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and any provisions of the revised statutes of the State of New Jersey; and

WHEREAS, it is in the best interest of the Township of North Brunswick to enter into an agreement with McCarter & English, LLP to serve in the position as Bond Counsel for calendar year 2017; and

WHEREAS, McCarter & English, LLP shall be compensated for these services as outlined within their contract; and

WHEREAS, the Chief Financial Officer shall certify and appropriate funds from the budgeted and capital improvement authorizations relating to services rendered.

NOW, THEREFORE, BE IT RESOLVED on this 2nd day of January, 2017, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with McCarter & English, LLP to serve as Bond Counsel for 2017.

BE IT FURTHER RESOLVED notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

CERTIFICATION

I, Kala Sriranganathan, Chief Financial Officer, hereby certify that funds will be made available from funds from the budgeted and capital improvement authorizations relating to services rendered. Contract PRO17008

Kala Sriranganathan
Chief Financial Officer

RECEIPT OF BIDS

November 10, 2016

Results from the receipt of proposals on Thursday, November 10, 2016, at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, NJ.

Present: Justine Progebin, Purchasing Agent
Samantha Gresh, Purchasing Assistant
Milvi Weiner, Deputy Clerk

Resolution #258-9.16 adopted on September 26, 2016 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law. Ms. Weiner asked for any additional proposals. Receipt of proposals is closed.
The following receipt of proposals were received:

Contract PRO17008

Total

Bond Counsel

McManimon, Scotland & Baumann LLC
75 Livingston Ave. Second Floor
Roseland, NJ 07068

Set Fees

McCarter & English LLP
4 Gateway Center
100 Mulberry Street
Newark, NJ 07102

Set Fees

Waters, McPherson McNeill PC
300 Lighting Way
PO Box 1560
Secaucus, NJ 07070

Set Fees

Wilentz, Goldman & Spitzer PA
90 Woodbridge Center Drive Suite 900
Woodbridge, NJ 07095

Set Fees

A report will be presented to the Township Council for possible awards at the next Township Council Meeting.

Lisa Russo
Municipal Clerk



TOWNSHIP OF NORTH BRUNSWICK

710 HERMANN ROAD
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 ext 268
Website: WWW.NORTHBRUNSWICKONLINE.COM

Evaluation Report
Bond Counsel - Request for Proposal PRO17008
November 10, 2016

As part of its annual award of professional service agreements in accordance with "Fair and Open" procurement process established in the State of New Jersey pursuant to N.J.S.A. 19:44A-20.1 et seq., North Brunswick Township solicited Requests for Proposals (RFP) for Bond Counsel for calendar year 2017.

On September 26, 2016, the Township Council passed resolution #258-9.16 authorizing the solicitation of proposals for this service. The process under a formal RFP allows for factors other than price to be taken into consideration when awarding a contract. This process also requires that a committee be established to evaluate proposals in accordance with "weighted" criteria established prior to solicitation of proposals.

Pursuant to N.J.A.C. 5:34-4.3, the Township established a three (3) person committee comprised of the following individuals:

Kathryn Monzo, Business Administrator
Justine Progebin, Assistant Business Administrator/Purchasing Agent
Kala Sriranganathan, Chief Financial Officer

The committee reviewed and discussed both the Request for Proposal and alternative evaluation criteria. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

- Understanding of Service: 30 points
- Prior Experience of Individual/Team Identified: 20 points
- Overall Company History with Similar Services: 30 points
- Agreement to Pricing Model: 20 points
- Total: 100 possible points

Four proposals were received by the submission deadline as follows:

McCarter & English, LLP
4 Gateway Center
100 Mulberry Street
Newark, N.J. 07102

McManimon, Scotland & Baumann, LLC
75 Livingston Avenue, 2nd Floor
Roseland, NJ 07068

Waters, McPherson, McNeill, PC
300 Lighting Way
PO Box 1560
Secaucus, N.J. 07070

Wilentz, Goldman & Spitzer, PA
90 Woodbridge Center Drive suite 900
Woodbridge, NJ 07095

The committee members all individually reviewed each proposal. The committee then met to discuss the proposals, experience, proposed methodology and other factors.

The committee members then individually filled out Committee Evaluation forms, assigning numerical scores for each criterion.

When the scoring was added for all vendors, the firms were ranked as follows:

McCarter & English, LLP	300
McManimon, Scotland & Baumann	280
Waters, McPherson, McNeill	245
Wilentz, Goldman & Spitzer, PA	250

The committee therefore recommends McCarter & English, LLP. for submitting a proposal that is responsive to the Township's needs and scores the highest in accordance with the pre-established weighting criteria.

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH
HARRY HAUSHALTER, ESQ. TO SERVE AS
TAX APPEAL COUNSEL**

WHEREAS, the Township of North Brunswick has a need to acquire professional services for Tax Appeal Counsel for 2017; and

WHEREAS, on September 26, 2016 the Township Council approved resolution 258-19.16 authorizing the solicitation of Requests for Proposals for said professional services; and

WHEREAS, services were procured in formal manner under N.J.S.A. 40A:11-4.1a et under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to submit a proposal; and

WHEREAS, the Purchasing Agent received, and the Deputy Municipal Clerk witnessed, the receipt of three proposals for said professional services on November 10, 2016; and

WHEREAS, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein an Evaluation Report detailing their review and recommendation; and

WHEREAS, the Evaluation Committee recommends the award of contract PRO17012 to Harry Haushalter, Esq. (Lexington Square Commons, 2119 Route 33, Suite A, Hamilton Square, NJ 08690) to serve as Tax Appeal Counsel for calendar year 2017; and

WHEREAS, Township Attorney Ronald Gordon has reviewed the proposals submitted and determined the proposal submitted by Harry Haushalter, Esq. to be responsive under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and any provisions of the revised statutes of the State of New Jersey; and

WHEREAS, it is in the best interest of the Township of North Brunswick to enter into an agreement with Harry Haushalter, Esq. to serve as of Tax Appeal Counsel for calendar year 2017; and

WHEREAS, Harry Haushalter, Esq. shall be compensated for these services at a blended hourly rate of \$120.00 for partners and associates, a blended hourly rate of \$75.00 for law clerks and paralegals, and reimbursable expenses in an amount not to exceed \$60,000.00; and

WHEREAS, the Chief Financial Officer has certified that \$40,000.00 is available for this purpose in account 7-01-20-150-000-181 for services ending June 30, 2017 and the balance of funds shall be certified upon the appropriation of funds in FY2018.

NOW, THEREFORE, BE IT RESOLVED on this 2nd day of January, 2017, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with Harry Haushalter, Esq. to serve as Tax Appeal Counsel for calendar year 2017.

BE IT FURTHER RESOLVED notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

CERTIFICATION

I, Kala Sriranganathan, Chief Financial Officer, hereby certify that \$40,000.00 is available for this purpose in account 7-01-20-150-000-181 for services ending June 30, 2017 and the balance of funds shall be certified upon the appropriation of funds in FY2018. Contract PRO17012

Kala Sriranganathan
Chief Financial Officer

RECEIPT OF BIDS

November 10, 2016

Results from the receipt of proposals on Thursday, November 10, 2016, at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, NJ.

Present: Justine Progebin, Purchasing Agent
Samantha Gresh, Purchasing Assistant
Milvi Weiner, Deputy Clerk

Resolution #258-9.16 adopted on September 26, 2016 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law. Ms. Weiner asked for any additional proposals. Receipt of proposals is closed.
The following receipt of proposals were received:

Contract PRO17012
Tax Appeal Counsel

Total

Eric M. Bernstein & Associates LLC
34 Mountain Blvd. Building A
Warren, NJ 07059

Set Fees

Harry Haushalter Esq.
2119 Highway 33 Suite A
Hamilton Square, NJ 08690

Set Fees

Shamy, Shippers & Lonski PC
911 Livingston Ave.
North Brunswick, NJ 08902

Set Fees

A report will be presented to the Township Council for possible awards at the next Township Council Meeting.

Lisa Russo
Municipal Clerk



TOWNSHIP OF NORTH BRUNSWICK

710 HERMANN ROAD
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 ext 268
Website: WWW.NORTHBRUNSWICKONLINE.COM

Evaluation Report

Tax Appeal Counsel - Request for Proposal PRO17012

December 23, 2016

Evaluation:

The Township Council passed a resolution authorizing the solicitation of proposals for Tax Appeal Counsel Services in the Finance Department through a competitive contracting process. This process allows for other factors other than price to be taken into consideration in awarding a contract. This process also requires that a committee be established to evaluate proposals in accordance with a "weighted" criteria established prior to solicitation of proposals.

Pursuant to N.J.A.C. 5:34-4.3, the Township established a three (3) person committee comprised of the following individuals:

Justine Progebin, Assistant Business Administrator/Purchasing Agent
Dianne Walker, Tax Assessor
Kala Sriranganathan, Director of Finance

The committee reviewed and discussed both the Request for Proposal and alternative evaluation criteria on several occasions. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

- Understanding of Service: **30 points**
- Prior Experience of Individual/Team on similar projects: **20 points**
- Overall Company History with Similar Services: **30 points**
- Agreement to Pricing Model: **20 points**
- Total: **100 possible points**

Competitive contracting proposals were solicited. Three (3) proposals were received by the submission deadline.

The three (3) vendors who submitted were as follows:

Potential Vendors:

Harry Haushalter, Esq.
Lexington Square Commons
2119 Highway 33 Suite A
Hamilton Square NJ 08690

Shamy, Shippers & Lonski
251 Livingston Avenue
New Brunswick NJ 08901

Eric M. Bernstein & Associates, LLC
34 Mountain Blvd. Bldg. A
Warren, NJ 07059

The committee members all individually reviewed each proposal. The committee then met to discuss the proposals, discussing observations, experience, proposed methodology and other factors.

The committee members then individually filled out Committee Evaluation Forms, assigning numerical scores for each criterion.

The Committee highlights the following factors affecting the evaluation and scoring:

Harry Haushalter, Esq. received maximum points in categories except Prior experience of Individual/Team identified. Shamy, Shippers & Lonski achieved maximum points for agreement to pricing model, also scoring well in Understanding of Service & Overall History of Services categories. Eric M. Bernstein did well in prior experience of Individual/Team and agreement to pricing model, but came in lowest for Overall History of Services and Understanding of Service.

When the scoring was added for all vendors, the firms were ranked as follows:

Harry Haushalter, Esq.	295
Shamy, Shippers & Lonski	265
Eric M. Bernstein	220

The proposal submitted by Harry Haushalter, Esq. and Shamy Shippers & Lonski were ranked the highest when all scores were tabulated. They have also demonstrated competency and knowledge of North Brunswick Township's unique properties and issues.

Therefore, the committee recommends the award of contract Harry Haushalter, Esq. as the lead firm and Shamy Shippers & Lonski as conflict counsel.

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH
SHAMY, SHIPERS & LONSKI, PC
TO SERVE AS
CONFLICT TAX APPEAL COUNSEL**

WHEREAS, the Township of North Brunswick has a need to acquire professional services for Tax Appeal Counsel for 2017; and

WHEREAS, on September 26, 2016 the Township Council approved resolution 258-9.16 authorizing the solicitation of Requests for Proposals for said professional services; and

WHEREAS, services were procured in formal manner under N.J.S.A. 40A:11-4.1a et under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to submit a proposal; and

WHEREAS, the Purchasing Agent received, and the Deputy Municipal Clerk witnessed, the receipt of three proposals for said professional services on November 10, 2016; and

WHEREAS, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein an Evaluation Report detailing their review and recommendation; and

WHEREAS, the Evaluation Committee recommended the award of contract PRO17012 to Harry Haushalter, Esq. (Lexington Square Commons, 2119 Route 33, Suite A, Hamilton Square, NJ 08690) to serve as lead Tax Appeal Counsel for calendar year 2017; and

WHEREAS, in addition, the Evaluation Committee recommends the firm Shamy, Shippers & Lonski, P.C. (251 Livingston Avenue, NJ 08901) to serve as Conflict Tax Appeal Counsel for calendar year 2017; and

WHEREAS, Township Attorney Ronald Gordon has reviewed the proposals submitted and determined the proposal submitted by Shamy, Shippers & Lonski, P.C. to be responsive under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and any provisions of the revised statutes of the State of New Jersey; and

WHEREAS, it is in the best interest of the Township of North Brunswick to enter into an agreement with Shamy, Shippers & Lonski, P.C. to serve as Conflict Tax Appeal Counsel for calendar year 2017; and

WHEREAS, the Chief Financial Officer shall certify and appropriate funds from the budgeted and/or capital improvement authorizations relating to services rendered.

NOW, THEREFORE, BE IT RESOLVED on this 2nd day of January, 2017, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with Shamy, Shippers & Lonski, P.C. to serve as Conflict Tax Appeal Counsel for calendar year 2017.

BE IT FURTHER RESOLVED notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

CERTIFICATION

I, Kala Sriranganathan, Chief Financial Officer, shall certify and appropriate funds from the budgeted and/or capital improvement authorizations relating to services rendered. Contract PRO17026

Kala Sriranganathan
Chief Financial Officer

RECEIPT OF BIDS

November 10, 2016

Results from the receipt of proposals on Thursday, November 10, 2016, at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, NJ.

Present: Justine Progebin, Purchasing Agent
Samantha Gresh, Purchasing Assistant
Milvi Weiner, Deputy Clerk

Resolution #258-9.16 adopted on September 26, 2016 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law. Ms. Weiner asked for any additional proposals. Receipt of proposals is closed.
The following receipt of proposals were received:

Contract PRO17012
Tax Appeal Counsel

Total

Eric M. Bernstein & Associates LLC
34 Mountain Blvd. Building A
Warren, NJ 07059

Set Fees

Harry Haushalter Esq.
2119 Highway 33 Suite A
Hamilton Square, NJ 08690

Set Fees

Shamy, Shippers & Lonski PC
911 Livingston Ave.
North Brunswick, NJ 08902

Set Fees

A report will be presented to the Township Council for possible awards at the next Township Council Meeting.

Lisa Russo
Municipal Clerk



TOWNSHIP OF NORTH BRUNSWICK

710 HERMANN ROAD
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 ext 268
Website: WWW.NORTHBRUNSWICKONLINE.COM

Evaluation Report

Tax Appeal Counsel - Request for Proposal PRO17012

December 23, 2016

Evaluation:

The Township Council passed a resolution authorizing the solicitation of proposals for Tax Appeal Counsel Services in the Finance Department through a competitive contracting process. This process allows for other factors other than price to be taken into consideration in awarding a contract. This process also requires that a committee be established to evaluate proposals in accordance with a "weighted" criteria established prior to solicitation of proposals.

Pursuant to N.J.A.C 5:34-4.3, the Township established a three (3) person committee comprised of the following individuals:

Justine Progebin, Assistant Business Administrator/Purchasing Agent
Dianne Walker, Tax Assessor
Kala Sriranganathan, Director of Finance

The committee reviewed and discussed both the Request for Proposal and alternative evaluation criteria on several occasions. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

- Understanding of Service: **30 points**
- Prior Experience of Individual/Team on similar projects: **20 points**
- Overall Company History with Similar Services: **30 points**
- Agreement to Pricing Model: **20 points**
- Total: **100 possible points**

Competitive contracting proposals were solicited. Three (3) proposals were received by the submission deadline.

The three (3) vendors who submitted were as follows:

Potential Vendors:

Harry Haushalter, Esq.
Lexington Square Commons
2119 Highway 33 Suite A
Hamilton Square NJ 08690

Shamy, Shippers & Lonski
251 Livingston Avenue
New Brunswick NJ 08901

Eric M. Bernstein & Associates, LLC
34 Mountain Blvd. Bldg. A
Warren, NJ 07059

The committee members all individually reviewed each proposal. The committee then met to discuss the proposals, discussing observations, experience, proposed methodology and other factors.

The committee members then individually filled out Committee Evaluation Forms, assigning numerical scores for each criterion.

The Committee highlights the following factors affecting the evaluation and scoring:

Harry Haushalter, Esq. received maximum points in categories except Prior experience of Individual/Team identified. Shamy, Shippers & Lonski achieved maximum points for agreement to pricing model, also scoring well in Understanding of Service & Overall History of Services categories. Eric M. Bernstein did well in prior experience of Individual/Team and agreement to pricing model, but came in lowest for Overall History of Services and Understanding of Service.

When the scoring was added for all vendors, the firms were ranked as follows:

Harry Haushalter, Esq.	295
Shamy, Shippers & Lonski	265
Eric M. Bernstein	220

The proposal submitted by Harry Haushalter, Esq. and Shamy Shippers & Lonski were ranked the highest when all scores were tabulated. They have also demonstrated competency and knowledge of North Brunswick Township's unique properties and issues.

Therefore, the committee recommends the award of contract Harry Haushalter, Esq. as the lead firm and Shamy Shippers & Lonski as conflict counsel.

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING AN AGREEMENT WITH
BRB VALUATION AND CONSULTING SERVICES
FOR APPRAISAL SERVICES
AS AN EXTRAORDINARY UNSPECIFIABLE SERVICE**

WHEREAS, the Township of North Brunswick has a need to acquire Appraisal Services for 2017; and

WHEREAS, on September 26, 2016 the Township Council approved resolution 258-9.16 authorizing the solicitation of Requests for Proposals for said professional services; and

WHEREAS, services were procured in formal manner under N.J.S.A. 40A:11-4.1a et seq. under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to submit a proposal; and

WHEREAS, the Purchasing Agent received, and the Deputy Municipal Clerk witnessed, the receipt of five proposals for said professional services on November 10, 2016; and

WHEREAS, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein an Evaluation Report detailing their review and recommendation; and

WHEREAS, the Evaluation Committee recommends the award of contract PRO17013 to two firms: BRB Valuation and Consulting Services (22 Windham Drive, Eastampton, New Jersey 08536) and Sockler Realty Services Group, Inc. (299 Ward Street, Suite C Hightstown, New Jersey 08520); and

WHEREAS, Township Attorney Ronald Gordon has reviewed the proposals submitted and determined the proposal submitted by BRB Valuation and Consulting Services to be responsive under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and any provisions of the revised statutes of the State of New Jersey; and

WHEREAS, it is in the best interest of the Township of North Brunswick to enter into an agreement with BRB Valuation and Consulting Services, serving as the lead firm, to provide Appraisal Services for calendar year 2017; and

WHEREAS, compensation for services with BRB Valuation and Consulting Services shall be billed at an hourly rate of \$110.00 for principal appraisal services, at an hourly rate of \$85.00 for senior appraisal consultant services, and reimbursable expenses in an amount not to exceed \$25,000.00 for services rendered; and

WHEREAS, the Chief Financial Officer has certified that \$15,000.00 is available for this purpose in account 7-01-20-150-000-200 for services ending June 30, 2017 and the balance of funds shall be certified upon the appropriation of funds in FY2018.

NOW, THEREFORE, BE IT RESOLVED on this 2nd day of January, 2017, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with BRB Valuation and Consulting Services to provide Appraisal Services.

BE IT FURTHER RESOLVED notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

RECEIPT OF BIDS

November 10, 2016

Results from the receipt of proposals on Thursday, November 10, 2016, at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, NJ.

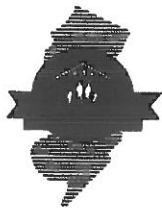
Present: Justine Progebin, Purchasing Agent
Samantha Gresh, Purchasing Assistant
Milvi Weiner, Deputy Clerk

Resolution #258-9.16 adopted on September 26, 2016 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law. Ms. Weiner asked for any additional proposals. Receipt of proposals is closed.
The following receipt of proposals were received:

<u>Contract PRO17013</u>	<u>Total</u>
Appraisal Services	
BRB Valuation & Consulting Services 22 Windham Drive Eastampton, NJ 08060	Set Fees
PATJO Appraisal Services 21 Crest View Drive Kendall Park, NJ 08824	Set Fees
Sockler Realty Services Group LLC 299 Ward Street Suite C Hightstown, NJ 08520	Set Fees
Stern & Dragonet Appraisal Group LLC 109 Green Street Woodbridge, NJ 07095	Set Fees
Value Research Group LLC 301 South Livingston Ave. Suite 104 Livingston, NJ 07039	Set Fees

A report will be presented to the Township Council for possible awards at the next Township Council Meeting.

Lisa Russo
Municipal Clerk



TOWNSHIP OF NORTH BRUNSWICK

710 HERMANN ROAD
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 ext 268
Website: WWW.NORTHBRUNSWICKONLINE.COM

Evaluation Report

Tax Appraisal Services - Request for Proposal PRO17013

December 23, 2016

Evaluation:

The Township Council passed a resolution authorizing the solicitation of proposals for Tax Appraisal Services in the Finance Department through a competitive contracting process. This process allows for other factors other than price to be taken into consideration in awarding a contract. This process also requires that a committee be established to evaluate proposals in accordance with a "weighted" criteria established prior to solicitation of proposals.

Pursuant to N.J.A.C 5:34-4.3, the Township established a three (3) person committee comprised of the following individuals:

Justine Progebin, Assistant Business Administrator/Purchasing Agent
Dianne Walker, Tax Assessor
Kala Sriranganathan, Director of Finance

The committee reviewed and discussed both the Request for Proposal and alternative evaluation criteria on several occasions. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

- Understanding of Service: **30 points**
- Prior Experience of Individual/Team on similar projects: **20 points**
- Overall Company History with Similar Services: **30 points**
- Agreement to Pricing Model: **20 points**
- Total: **100 possible points**

Competitive contracting proposals were solicited. Five (5) proposals were received by the submission deadline.

The five (5) vendors who submitted were as follows:

Potential Vendors:

BRB Valuation & Consulting Services
22 Windham Drive
Easthampton, NJ 08060

Sockler Realty Services Group Inc.
299 Ward Street, Ste. C
Hightstown, NJ 08520

PATJO Appraisal Services
21 Crestview Drive
Kendall Park, NJ 08824

Value Research Group, LLC
301 South Livingston Avenue, Ste. 104
Livingston, NJ 07039

Stern & Dragonet Appraisal Group, LLC
109 Green Street
Woodbridge, NJ 07095

The committee members all individually reviewed each proposal. The committee then met to discuss the proposals, discussing observations, experience, proposed methodology and other factors.

The committee members then individually filled out Committee Evaluation Forms, assigning numerical scores for each criterion.

The Committee highlights the following factors affecting the evaluation and scoring:

Sockler Realty Services Group, BRB Valuation & Consulting, Stern & Dragonet Appraisal, and Value Research Group LLC received maximum points for pricing models. BRB Valuation & Consulting and Sockler Realty Services Group received the two highest points for experience of the individual or team. Sockler Realty Services Group and BRB Valuation & Consulting both scored well on Understanding of Service. Stern & Dragonet Appraisal, Value Research Group LLC and PATJO Appraisal Services scored significantly less in the Understanding of Services, Prior experience and Overall Company History. While PATJO Appraisal Services scored significantly lower for Pricing Model.

When the scoring was added for all vendors, the firms were ranked as follows:

Sockler Realty Services Group	280	Value Research Group LLC	175
BRB Valuation & Consulting	275	PATJO Appraisal Services	155
Stern & Dragonet Appraisal	240		

The proposals submitted by Sockler Realty Services Group and BRB Valuation & Consulting were ranked the highest when all scores were tabulated. Both firms have the competency and knowledge to be effective in valuation of North Brunswick Township's unique properties and issues.

The committee therefore recommends appointment of both appraisal firms: BRB Valuation & Consulting, to serve as the lead firm, and Sockler Realty Services Group for supplemental services.

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING AN AGREEMENT WITH
SOCKLER REALTY SERVICES GROUP, INC.
FOR APPRAISAL SERVICES
AS AN EXTRAORDINARY UNSPECIFIABLE SERVICE**

WHEREAS, the Township of North Brunswick has a need to acquire Appraisal Services for 2017; and

WHEREAS, on September 26, 2016 the Township Council approved resolution 258-9.16 authorizing the solicitation of Requests for Proposals for said professional services; and

WHEREAS, services were procured in formal manner under N.J.S.A. 40A:11-4.1a et seq. under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to submit a proposal; and

WHEREAS, the Purchasing Agent received, and the Deputy Municipal Clerk witnessed, the receipt of five proposals for said professional services on November 10, 2016; and

WHEREAS, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein an Evaluation Report detailing their review and recommendation; and

WHEREAS, the Evaluation Committee recommended the award of contract PRO17013 to BRB Valuation and Consulting Services (22 Windham Drive, Eastampton, New Jersey 08536) to serve as the Lead Firm providing Appraisal Services for calendar year 2017; and

WHEREAS, in addition, the Evaluation Committee recommends the firm Sockler Realty Services Group, Inc. (299 Ward Street, Suite C Hightstown, New Jersey 08520) to provide Tax Appraisal services, as requested by the Tax Assessor, for calendar year 2017; and

WHEREAS, Township Attorney Ronald Gordon has reviewed the proposals submitted and determined the proposal submitted Sockler Realty Services Group, Inc. to be responsive under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and any provisions of the revised statutes of the State of New Jersey; and

WHEREAS, it is in the best interest of the Township of North Brunswick to enter into an agreement with Sockler Realty Services Group, Inc. to provide Appraisal Services as needed for calendar year 2017; and

WHEREAS, the Chief Financial Officer shall certify and appropriate funds from the budgeted and/or capital improvement authorizations relating to services rendered.

NOW, THEREFORE, BE IT RESOLVED on this 2nd day of January, 2017, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with Sockler Realty Services Group, Inc.

BE IT FURTHER RESOLVED notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

CERTIFICATION

I, Kala Sriranganathan, Chief Financial Officer, shall certify and appropriate funds from the budgeted and/or capital improvement authorizations relating to services rendered. Contract PRO17027

Kala Sriranganathan
Chief Financial Officer

RECEIPT OF BIDS

November 10, 2016

Results from the receipt of proposals on Thursday, November 10, 2016, at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, NJ.

Present: Justine Progebin, Purchasing Agent
Samantha Gresh, Purchasing Assistant
Milvi Weiner, Deputy Clerk

Resolution #258-9.16 adopted on September 26, 2016 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law. Ms. Weiner asked for any additional proposals. Receipt of proposals is closed.
The following receipt of proposals were received:

<u>Contract PRO17013</u>	<u>Total</u>
Appraisal Services	
BRB Valuation & Consulting Services 22 Windham Drive Eastampton, NJ 08060	Set Fees
PATJO Appraisal Services 21 Crest View Drive Kendall Park, NJ 08824	Set Fees
Sockler Realty Services Group LLC 299 Ward Street Suite C Hightstown, NJ 08520	Set Fees
Stern & Dragonet Appraisal Group LLC 109 Green Street Woodbridge, NJ 07095	Set Fees
Value Research Group LLC 301 South Livingston Ave. Suite 104 Livingston, NJ 07039	Set Fees

A report will be presented to the Township Council for possible awards at the next Township Council Meeting.

Lisa Russo
Municipal Clerk



TOWNSHIP OF NORTH BRUNSWICK

710 HERMANN ROAD
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 ext 268
Website: WWW.NORTHBRUNSWICKONLINE.COM

Evaluation Report

Tax Appraisal Services - Request for Proposal PRO17013

December 23, 2016

Evaluation:

The Township Council passed a resolution authorizing the solicitation of proposals for Tax Appraisal Services in the Finance Department through a competitive contracting process. This process allows for other factors other than price to be taken into consideration in awarding a contract. This process also requires that a committee be established to evaluate proposals in accordance with a "weighted" criteria established prior to solicitation of proposals.

Pursuant to N.J.A.C 5:34-4.3, the Township established a three (3) person committee comprised of the following individuals:

Justine Progebin, Assistant Business Administrator/Purchasing Agent
Dianne Walker, Tax Assessor
Kala Sriranganathan, Director of Finance

The committee reviewed and discussed both the Request for Proposal and alternative evaluation criteria on several occasions. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

- Understanding of Service: **30 points**
- Prior Experience of Individual/Team on similar projects: **20 points**
- Overall Company History with Similar Services: **30 points**
- Agreement to Pricing Model: **20 points**
- Total: **100 possible points**

Competitive contracting proposals were solicited. Five (5) proposals were received by the submission deadline.

The five (5) vendors who submitted were as follows:

Potential Vendors:

BRB Valuation & Consulting Services
22 Windham Drive
Easthampton, NJ 08060

Sockler Realty Services Group Inc.
299 Ward Street, Ste. C
Hightstown, NJ 08520

PATJO Appraisal Services
21 Crestview Drive
Kendall Park, NJ 08824

Value Research Group, LLC
301 South Livingston Avenue, Ste. 104
Livingston, NJ 07039

Stern & Dragonet Appraisal Group, LLC
109 Green Street
Woodbridge, NJ 07095

The committee members all individually reviewed each proposal. The committee then met to discuss the proposals, discussing observations, experience, proposed methodology and other factors.

The committee members then individually filled out Committee Evaluation Forms, assigning numerical scores for each criterion.

The Committee highlights the following factors affecting the evaluation and scoring:

Sockler Realty Services Group, BRB Valuation & Consulting, Stern & Dragonet Appraisal, and Value Research Group LLC received maximum points for pricing models. BRB Valuation & Consulting and Sockler Realty Services Group received the two highest points for experience of the individual or team. Sockler Realty Services Group and BRB Valuation & Consulting both scored well on Understanding of Service. Stern & Dragonet Appraisal, Value Research Group LLC and PATJO Appraisal Services scored significantly less in the Understanding of Services, Prior experience and Overall Company History. While PATJO Appraisal Services scored significantly lower for Pricing Model.

When the scoring was added for all vendors, the firms were ranked as follows:

Sockler Realty Services Group	280	Value Research Group LLC	175
BRB Valuation & Consulting	275	PATJO Appraisal Services	155
Stern & Dragonet Appraisal	240		

The proposals submitted by Sockler Realty Services Group and BRB Valuation & Consulting were ranked the highest when all scores were tabulated. Both firms have the competency and knowledge to be effective in valuation of North Brunswick Township's unique properties and issues.

The committee therefore recommends appointment of both appraisal firms: BRB Valuation & Consulting, to serve as the lead firm, and Sockler Realty Services Group for supplemental services.

**A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES
AGREEMENT WITH DAVID P. LONSKI OF THE FIRM
SHAMY, SHIPERS & LONSKI, PC
TO SERVE AS MUNICIPAL PROSECUTOR**

WHEREAS, the Township of North Brunswick has a need to acquire a professional to perform the duties of Municipal Prosecutor for calendar year 2017; and

WHEREAS, on September 26, 2016 the Township Council approved resolution 258-9.16 authorizing the issuance of Requests for Proposals for a professional to perform the duties of Municipal Prosecutor in the North Brunswick Municipal Court; and

WHEREAS, services were procured in formal manner under N.J.S.A. 40A:11-4.1a et seq. under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to submit a proposal; and

WHEREAS, the Purchasing Agent received, and the Deputy Municipal Clerk witnessed, the receipt of one proposal for said professional services on November 10, 2016; and

WHEREAS, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein an Evaluation Report detailing their review and recommendation; and

WHEREAS, the Evaluation Committee recommends the award of contract PRO17004 to David P. Lonski of the firm Shamy, Shippers & Lonski, PC to serve as Municipal Prosecutor for calendar year 2017; and

WHEREAS, Township Attorney Ronald Gordon has reviewed the proposal submitted and determined the proposal submitted by David P. Lonski of the firm Shamy, Shippers & Lonski, PC to be responsive under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and any provisions of the revised statutes of the State of New Jersey; and

WHEREAS, compensation for these services shall be paid at a rate of \$275.00 per session for regularly scheduled and special sessions and reimbursable expenses in an amount not to exceed \$50,000.00 for calendar year 2017; and

WHEREAS, the Chief Financial Officer has certified that \$30,000.00 is available for this purpose in account 7-01-20-155-000-982 for services ending June 30, 2017 and the balance of funds shall be certified upon the appropriation of funds in FY2018.

NOW, THEREFORE, BE IT RESOLVED on this 2nd day of January, 2017, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with David P. Lonski of the firm Shamy, Shippers & Lonski, PC to serve as Municipal Prosecutor for calendar year 2017 with an authorization not to exceed \$50,000.00.

BE IT FURTHER RESOLVED notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

CERTIFICATION

I, Kala Sriranganathan, Chief Financial Officer, certify that \$30,000.00 is available for this purpose in account 7-01-20-155-000-982 for services ending June 30, 2017 and the balance of funds shall be certified upon the appropriation of funds in FY2018. Contract PRO17004

Kala Sriranganathan
Chief Financial Officer

RECEIPT OF BIDS

November 10, 2016

Results from the receipt of proposals on Thursday, November 10, 2016, at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, NJ.

Present: Justine Progebin, Purchasing Agent
Samantha Gresh, Purchasing Assistant
Milvi Weiner, Deputy Clerk

Resolution #258-9.16 adopted on September 26, 2016 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law. Ms. Weiner asked for any additional proposals. Receipt of proposals is closed.
The following receipt of proposals were received:

Contract PRO17004
Municipal Prosecutor

Total

Shamy, Shippers & Lonski, PC
911 Livingston Ave.
North Brunswick, NJ 08902

Set Fees

A report will be presented to the Township Council for possible awards at the next Township Council Meeting.

Lisa Russo
Municipal Clerk

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING AN AGREEMENT WITH NOREEN P. WHITE OF THE FIRM
ACACIA FINANCIAL GROUP INC. TO SERVE AS
FINANCIAL ADVISOR
AS AN EXTRAORDINARY UNSPECIFIABLE SERVICE**

WHEREAS, the Township of North Brunswick has a need to acquire Financial Advisory Services for 2017; and

WHEREAS, on September 26, 2016 the Township Council approved resolution 258-9.16 authorizing the solicitation of Requests for Proposals for said professional services; and

WHEREAS, services were procured in formal manner under N.J.S.A. 40A:11-4.1a et seq. under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to submit a proposal; and

WHEREAS, the Purchasing Agent received, and the Deputy Municipal Clerk witnessed, the receipt of four proposals for said professional services on November 10, 2016; and

WHEREAS, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein an Evaluation Report detailing their review and recommendation; and

WHEREAS, the Evaluation Committee recommends the award of contract PRO17011 to Noreen P. White of the firm ACACIA Financial Group, Inc. (601 Route 73 North, Suite 206, Marlton, New Jersey 08053) to serve as Financial Advisor for calendar year 2017; and

WHEREAS, Township Attorney Ronald Gordon has reviewed the proposal submitted by ACACIA Financial Group, Inc. and determined it to be responsive under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and any provisions of the revised statutes of the State of New Jersey; and

WHEREAS, it is in the best interest of the Township of North Brunswick to enter into an agreement with Noreen P. White of the firm ACACIA Financial Group, Inc. to serve in the position as Financial Advisor for calendar year 2017; and

WHEREAS, services to the extent needed will be determined and requested by the Township's Chief Financial Officer prior to commencing any work by the firm; and

WHEREAS, certification of funds for said services will be made by the Chief Financial Officer from the proceeds of improvement authorizations and/or appropriations as assigned by the Chief Financial Officer; and

WHEREAS, Noreen P. White of the firm ACACIA Financial Group, Inc. shall be compensated said services as outlined within the terms of the contract.

NOW, THEREFORE, BE IT RESOLVED on this 2nd day of January, 2017, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with Noreen P. White of the firm ACACIA Financial Group, Inc. to serve as Financial Advisor for 2017.

BE IT FURTHER RESOLVED notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

RECEIPT OF BIDS

November 10, 2016

Results from the receipt of proposals on Thursday, November 10, 2016, at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, NJ.

Present: Justine Progebin, Purchasing Agent
Samantha Gresh, Purchasing Assistant
Milvi Weiner, Deputy Clerk

Resolution #258-9.16 adopted on September 26, 2016 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law. Ms. Weiner asked for any additional proposals. Receipt of proposals is closed.
The following receipt of proposals were received:

Contract PRO17011
Financial Advisor

Total

Acacia Financial Group Inc.
607 Route 73 North Suite 206
Marlton, NJ 08053

Set Fees

Justino Investments
425 Eagle Roack Ave, Suite 401
Roseland, NJ 07068

Set Fees

NW Financial Group LLC
709 Stokes Road Suite 201
Medford, NJ 08055

Set Fees

Phoenix Advisors LLC
4 West Park Street
Bordentown, NJ 08505

Set Fees

A report will be presented to the Township Council for possible awards at the next Township Council Meeting.

Lisa Russo
Municipal Clerk



TOWNSHIP OF NORTH BRUNSWICK

710 HERMANN ROAD
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 ext 268
Website: WWW.NORTHBRUNSWICKONLINE.COM

Evaluation Report

Financial Advisor - Request for Proposal PRO17011

November 10, 2016

As part of its annual award of professional service agreements in accordance with "Fair and Open" procurement process established in the State of New Jersey pursuant to N.J.S.A. 19:44A-20.1 et seq., North Brunswick Township solicited Requests for Proposals (RFP) for Financial Advisor for calendar year 2017.

On September 26, 2016, the Township Council passed resolution #258-9.16 authorizing the solicitation of proposals for this service. The process under a formal RFP allows for factors other than price to be taken into consideration when awarding a contract. This process also requires that a committee be established to evaluate proposals in accordance with "weighted" criteria established prior to solicitation of proposals.

Pursuant to N.J.A.C. 5:34-4.3, the Township established a three (3) person committee comprised of the following individuals:

Kathryn Monzo, Business Administrator

Justine Progebin, Assistant Business Administrator/Purchasing Agent

Kala Sriranganathan, Chief Financial Officer

Prior to the committee's first meeting, each committee member assessed their own affiliations and financial interest, as well as the affiliations and financial interests of family members, to ensure that there was no potential conflict with vendors. Each member signed a statement attesting to the fact that there was no conflict of interest.

The committee reviewed and discussed the Request for Proposal and alternative evaluation criteria. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

1. Respondent's understanding and prior experience with Township – 30 points
2. Experience and Qualifications of Individuals or Team – 20 points
3. Respondents overall company history and Experience – 30 points
4. Pricing Model – 20 points

Proposals were received on November 10, 2016. The following proposals were received by the submission deadline:

Acacia Financial Group, Inc.
601 Rte. 73 North Ste. 206
Marlton, NJ 08053

NW Financial Group, LLC.
300 Atrium Way Ste. 240
Mount Laurel, NJ 08054

Justino Investments
425 Eagle Rock Ave. Suite 401
Roseland, NJ 07068

Phoenix Advisors, LLC.
4 West Park Street
Bordentown, NJ 08505

The committee members all individually reviewed each proposal. The committee then met to discuss the proposals, experience, proposed methodology and other factors.

The committee members then individually filled out Committee Evaluation Forms, assigning numerical scores for each criterion.

When the scoring was added for all vendors, the firms were ranked as follows:

Acacia Financial Group, Inc.	285
NW Financial Group	270
Justino Investments	105
Phoenix Advisors, LLC	265

The committee therefore recommends Acacia Financial Group, Inc. for submitting a proposal that is responsive to the Township's needs and scores the highest in accordance with the pre-established weighting criteria.

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING AN AGREEMENT WITH FRANK MANGRAVITE, PH.D. OF THE
FIRM PUBLIC WORKS MANAGEMENT
TO PROVIDE WATER AND WASTEWATER CONSULTING SERVICES
AS AN EXTRAORDINARY UNSPECIFIABLE SERVICE**

WHEREAS, the Township of North Brunswick has a need to acquire Water and Wastewater Consulting Services for 2017; and

WHEREAS, on September 26, 2016 the Township Council approved resolution 258-9.16 authorizing the solicitation of Requests for Proposals for said professional services; and

WHEREAS, services were procured in formal manner under N.J.S.A. 40A:11-4.1a et seq. under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to submit a proposal; and

WHEREAS, the Purchasing Agent received, and the Deputy Municipal Clerk witnessed, the receipt of three proposals for said professional services on November 10, 2016; and

WHEREAS, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein an Evaluation Report detailing their review and recommendation; and

WHEREAS, the Evaluation Committee recommends the award of contract PRO17014 to Frank Mangravite, Ph.D. of the firm Public Works Management (35 Janeway Place, Morris Plains, NJ 07950-2501) to provide Water and Wastewater Consulting Services; and

WHEREAS, Township Attorney Ronald Gordon has reviewed the proposals submitted and determined the proposal submitted by Frank Mangravite, Ph.D. of the firm Public Works Management to be responsive under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and any provisions of the revised statutes of the State of New Jersey; and

WHEREAS, it is in the best interest of the Township of North Brunswick to enter into an agreement with Frank Mangravite, Ph.D. of the firm Public Works Management to provide Water and Wastewater Consulting Services for calendar year 2017; and

WHEREAS, compensation for these services shall be billed at an hourly rate of \$135.00 for partners and associates, a blended hourly rate of \$75.00 for clerks and paralegals, travel, and reimbursements as described within the contract for a total authorization not to exceed \$45,000.00 for calendar year 2017; and

WHEREAS, the Chief Financial Officer has certified that \$20,000.00 is available for this purpose in the Water Utility account 7-05-55-502-000-200 and \$10,000.00 is available for this purpose in the Wastewater Utility account 7-07-55-502-000-200 for services ending June 30, 2017 and the balance of funds shall be certified upon the appropriation of funds in FY2018.

NOW, THEREFORE, BE IT RESOLVED on this 2nd day of January, 2017, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with Frank Mangravite, Ph.D. of the firm Public Works Management to provide Water and Wastewater Consulting Services in 2017 with total authorization not to exceed \$45,000.00.

BE IT FURTHER RESOLVED notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

RECEIPT OF BIDS

November 10, 2016

Results from the receipt of proposals on Thursday, November 10, 2016, at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, NJ.

Present: Justine Progebin, Purchasing Agent
Samantha Gresh, Purchasing Assistant
Milvi Weiner, Deputy Clerk

**Resolution #258-9.16 adopted on September 26, 2016 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law. Ms. Weiner asked for any additional proposals. Receipt of proposals is closed.
The following receipt of proposals were received:**

<u>Contract PRO17014</u>	<u>Total</u>
Water / Wastewater Consulting Services	
CME Associates 3141 Bordentown Ave. Parlin, NJ 08859	Set Fees
Public Works Management LLC 35 Janeway Place Morris Plains, NJ 07950	Set Fees
Suburban Consulting Engineers Inc. 96 US Highway 206 Suite 101 Flanders, NJ 07836	Set Fees

A report will be presented to the Township Council for possible awards at the next Township Council Meeting.

**Lisa Russo
Municipal Clerk**



TOWNSHIP OF NORTH BRUNSWICK

710 HERMANN ROAD
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 ext 268
Website: WWW.NORTHBRUNSWICKNJ.GOV

EVALUATION REPORT
WATER/WASTEWATER CONSULTING SERVICES
REQUEST FOR PROPOSAL PRO17014
DECEMBER 28, 2016

The Township of North Brunswick seeks a qualified vendor to provide water/wastewater consulting services for the municipality in 2017. Three proposals were received, all demonstrating general experience and meeting the fundamental qualifications of the services required. A three person committee evaluated the proposals comprised of the following individuals:

Katheryn Monzo, Business Administrator
Justine Progebin, Assistant Business Administrator
Eric Chaszar, Director of Public Works

In addition to the committee reviewing proposals, Legal Counsel was engaged to review proposals submitted for legal compliance.

Prior to the committee's first meeting, each committee member assessed their own affiliations and financial interest, as well as the affiliations and financial interests of family members, to ensure that there was no conflict of interest with vendors in the field. Each member signed a statement attesting to the fact that there was no conflict of interest.

The committee reviewed and discussed the Request for Proposal and alternative evaluation criteria. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

1. Respondent's understanding and prior experience with Township – 30 points
2. Experience and Qualifications of Individuals or Team – 20 points
3. Respondents overall company history and Experience – 30 points
4. Pricing Model – 20 points

On September 26, 2016, the Township Council passed resolution 258-9.16 authorizing the solicitation of proposals for said service. The following three proposals were received by the submission deadline of November 10, 2016:

Public Works Management
35 Janeway Place
Morris Plains, NJ 07950

Suburban Consulting Engineers, Inc.
96 US Highway 206, Ste. 101
Flanders, NJ 07836
Mt. Arlington, NJ 07856

CME Associates
3141 Bordentown Ave.
Parlin, NJ 08859

The committee members all individually reviewed each proposal and then met together on December 8, 2016. The committee discussed the proposals, sharing observations, experience, proposed methodology and other factors. In the discussion it was noted that Suburban Consulting Engineers has no prior experience with Water/Wastewater Consulting Services in the Township. Public Works Management has several years as well as CME. Public Works Management is currently working on the Mile Run Interceptor project. The committee members then individually filled out Committee Evaluation Forms, assigning numerical scores for each firm.

Public Works Management received the highest points overall at 280. CME was second with 265 and Suburban Consulting Engineers with 225.

In review the criteria for understanding and experience with North Brunswick, Public Works Management demonstrated a good understanding of the services requested and rated the highest overall. Both Public Works Management and Suburban Consulting Engineers were in agreement with the pricing model and no exceptions were noted by the committee. CME did take exception to the pricing model.

As a result of its evaluation on December 8, 2016, the committee recommended that Public Works Management be awarded the contact based upon overall scoring on the criteria established and review of the proposal.

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH
STANTEC CONSULTING SERVICES, INC. TO PROVIDE
WASTEWATER COLLECTION SYSTEM OVERSIGHT SERVICES
FOR THE NORTH BRUNSWICK WASTEWATER SYSTEM**

WHEREAS, the Township of North Brunswick has a need to acquire Wastewater Collection System Oversight services for the municipally owned and operated wastewater system; and

WHEREAS, on September 26, 2016 the Township Council approved resolution 258-9.16 authorizing the solicitation of Requests for Proposals for said professional services; and

WHEREAS, services were procured in formal manner under N.J.S.A. 40A:11-4.1a et seq. under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to submit a proposal; and

WHEREAS, the Purchasing Agent received, and the Deputy Municipal Clerk witnessed, the receipt of three proposals for said professional services on November 10, 2016; and

WHEREAS, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein an Evaluation Report detailing their review and recommendation; and

WHEREAS, the Evaluation Committee recommends the award of contract PRO17019 to the firm Stantec Consulting Services, Inc. (1971 Route 34, Wall Township, New Jersey 07719) to provide for Wastewater Collection System Oversight services for calendar year 2017; and

WHEREAS, Township Attorney Ronald Gordon has reviewed the proposals submitted and determined the proposal submitted by Stantec Consulting Services, Inc. to be responsive under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and any provisions of the revised statutes of the State of New Jersey; and

WHEREAS, it is in the best interest of the Township of North Brunswick to enter into an agreement with Stantec Consulting Services, Inc., for Wastewater Collection System Oversight services for calendar year 2017; and

WHEREAS, Stantec Consulting Services, Inc. shall be compensated for these services as outlined within their contract for an authorization not to exceed \$20,000.00 for general services, exclusive of special projects that may be requested by the Director of Public Works; and

WHEREAS, the Chief Financial Officer has certified that \$15,000.00 is available for this purpose in account 7-07-55-502-000-200 for general services ending June 30, 2017 and the balance of funds shall be certified upon the appropriation of funds in FY2018.

NOW, THEREFORE, BE IT RESOLVED on this 2nd day of January, 2017, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with Stantec Consulting Services, Inc. to provide for Wastewater Collection System Oversight services for calendar year 2017 with an authorization not to exceed \$20,000.00, exclusive of special projects that may be requested by the Director of Public Works.

BE IT FURTHER RESOLVED notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

RECEIPT OF BIDS

November 10, 2016

Results from the receipt of proposals on Thursday, November 10, 2016, at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, NJ.

Present: Justine Progebin, Purchasing Agent
Samantha Gresh, Purchasing Assistant
Milvi Weiner, Deputy Clerk

Resolution #258-9.16 adopted on September 26, 2016 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law. Ms. Weiner asked for any additional proposals. Receipt of proposals is closed.
The following receipt of proposals were received:

Contract PRO17019
Wastewater Collection Oversight

Total

CME Associates
3141 Bordentown Ave
Parlin, NJ 08859

Set Fees

Stantec Consulting Services Inc.
1971 Route 34
Wall Township, NJ 07719

Set Fees

Water Resource Management Inc.
232 Kings Highway East
Haddonfield, NJ 08033

Set Fees

A report will be presented to the Township Council for possible awards at the next Township Council Meeting.

Lisa Russo
Municipal Clerk



TOWNSHIP OF NORTH BRUNSWICK

710 HERMANN ROAD
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 ext 268
Website: WWW.NORTHBRUNSWICKNJ.GOV

EVALUATION REPORT
WASTEWATER COLLECTION OVERSIGHT SERVICES
REQUEST FOR PROPOSAL PRO17019
DECEMBER 28, 2016

North Brunswick Department of Public Works desires the services of a professional firm to assist in the wastewater collection oversight. This service will be used by the North Brunswick Public Works Sewer Division.

The Township Council passed a resolution authorizing the solicitation of proposals for this through a competitive contracting process. This process allows for other factors other than price to be taken into consideration in awarding a contract. This process also requires that a committee be established to evaluate proposals in accordance with "weighted" criteria established prior to solicitation of proposals.

Pursuant to N.J.A.C. 5:34-4.3, the Township established a three person committee comprised of the following individuals:

Kathryn Monzo, Business Administrator

Justine Progebin, Assistant Business Administrator/Purchasing Agent

Eric Chaszar, Director of Public Works

In addition to the committee reviewing proposals, Legal Counsel was engaged to review proposals submitted for legal compliance.

Prior to the committee's first meeting, each committee member assessed their own affiliations and financial interest, as well as the affiliations and financial interests of family members, to ensure that there was no conflict of interest with vendors in the field. Each member signed a statement attesting to the fact that there was no conflict of interest.

The committee reviewed and discussed the proposal evaluation criteria. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each area. The established weighting criterion was as follows:

- History and Understanding of Service- 0-30 points
- Prior Experience of Individual/ Team Identified- 0-20 points
- Overall Company History w/similar services- 0-30 points
- Agreement to pricing model- 0-20points

On September 26, 2016, the Township Council passed resolution 258-9.16 authorizing the solicitation of proposals for said service. The following two proposals were received by the submission deadline of November 10, 2016.

Stantec Consulting Services, Inc
1971 Route 34
Wall Township, NJ 07719

Water Resource Management, Inc
232 Kings Highway East
Haddonfield, NJ 08033

CME Associates
3141 Bordentown Ave.
Parlin, NJ 08859

The committee members individually reviewed each proposal and then met together on December 8, 2016. The committee discussed the proposals, sharing observations, experience, proposed methodology and other factors. The committee members then individually filled out Committee Evaluation Forms, assigning numerical scores for each firm.

It was noted that Stantec is currently providing wastewater collection oversight services directly and has knowledge in understanding the needs and expectations of the Sewer Division. Stantec and CME tied for the most points with 260. Water Resource Management was last with 195. Stantec and Water Resource Management took no exceptions; CME did have one exception to pricing model with a slight increase in the supporting staff.

As a result of the evaluation on December 8, 2016, the committee recommends that Stantec be awarded the 2017 contract based upon scoring on the criteria established and review of the proposal and overall knowledge of the Townships waste water collection system.

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING PROFESSIONAL SERVICE AGREEMENTS WITH
T&M ASSOCIATES / JM SORGE / AND CME ASSOCIATES
TO PROVIDE
ENVIRONMENTAL ENGINEERING SERVICES**

WHEREAS, the Township of North Brunswick has a need to acquire Environmental Engineering services for 2017; and

WHEREAS, on September 26, 2016 the Township Council approved resolution 258-9.16 authorizing the solicitation of Requests for Proposals for said professional services; and

WHEREAS, services were procured in formal manner under N.J.S.A. 40A:11-4.1a et seq. under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to submit a proposal; and

WHEREAS, the Purchasing Agent received, and the Deputy Municipal Clerk witnessed, the receipt of eight proposals for said professional services on November 10, 2016; and

WHEREAS, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein an Evaluation Report detailing their review and recommendation; and

WHEREAS, the Evaluation Committee recommends the award of contract PRO17016 to a pool of firms including: T&M Associates (Eleven Tindall Road, Middletown, New Jersey 07748); JM Sorge (57 Fourth Street, Somerville, New Jersey 08876); and CME Associates (3141 Bordentown Avenue, Parlin, New Jersey 08859); and

WHEREAS, Township Attorney Ronald Gordon has reviewed the proposals submitted and determined the proposals submitted by the three companies to be responsive under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and any provisions of the revised statutes of the State of New Jersey; and

WHEREAS, it is in the best interest of the Township of North Brunswick to enter into agreements with T&M Associates, JM Sorge and CME Associates to provide Environmental Engineering services, as requested by the Township, for calendar year 2017; and

WHEREAS, the Chief Financial Officer shall certify and appropriate funds from the budgeted and capital improvement authorizations relating to services rendered.

NOW, THEREFORE, BE IT RESOLVED on this 2nd day of January, 2017, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness agreements with T&M Associates, JM Sorge and CME Associates to provide Environmental Engineering services, as requested by the Township, for calendar year 2017.

BE IT FURTHER RESOLVED notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

CERTIFICATION

I, Kala Sriranganathan, Chief Financial Officer, shall certify and appropriate funds from the budgeted and capital improvement authorizations relating to services rendered. Contracts PRO17016-T&M Associates / PRO17028-JM Sorge / PRO17029-CME Associates.

Kala Sriranganathan
Chief Financial Officer

RECEIPT OF BIDS

November 10, 2016

Results from the receipt of proposals on Thursday, November 10, 2016, at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, NJ.

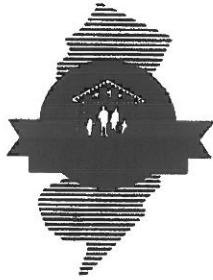
Present: Justine Progebin, Purchasing Agent
Samantha Gresh, Purchasing Assistant
Milvi Weiner, Deputy Clerk

Resolution #258-9.16 adopted on September 26, 2016 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law. Ms. Weiner asked for any additional proposals. Receipt of proposals is closed.
The following receipt of proposals were received:

<u>Contract PRO17016</u>	<u>Total</u>
Environmental Engineer	
Advantage Engineers LLC 520 Fellowship Road Suite A-106 Mt. Laurel, NJ 08054	Set Fees
Brilliant Environmental Services 14 Executive Drive Toms River, NJ 08755	Set Fees
CME Associates 3141 Bordentown Ave Parlin, NJ 08859	Set Fees
Distinct Engineering Solutions Inc. 425 Old Georges Road North Brunswick, NJ 08902	Set Fees
JM Sorge 57 Fourth Street Somerville, NJ 08876	Set Fees
Prestige Environmental Inc 220 Davidson Ave Suite 307 Somerset, NJ 08873	Set Fees
Remington, Vernick & Vena Engineers 3 Jocama Blvd Suite 2 Old Bridge, NJ 08857	Set Fees
T&M Associates Eleven Tindall Road Middletown, NJ 07748	Set Fees

A report will be presented to the Township Council for possible awards at the next Township Council Meeting.

Lisa Russo
Municipal Clerk



TOWNSHIP OF NORTH BRUNSWICK

710 HERMANN ROAD
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 x268

Fax: (732) 289-3822

WWW.NORTHBRUNSWICKNJ.GOV

EVALUATION REPORT

2017 ENVIRONMENTAL ENGINEERING SERVICES - REQUEST FOR PROPOSAL

DECEMBER 22, 2016

The Township of North Brunswick seeks a qualified vendor to provide Environmental Engineering services for 2017. Eight (8) proposals were received, all demonstrating general experience and meeting the fundamental qualifications of the services required. A three person committee evaluated the proposals comprised of the following individuals:

Kathryn Monzo, Business Administrator

Michael C. Hritz, Director of Community Development

Justine Progebin, Assistant Business Administrator

Prior to the committee's first meeting, each committee member assessed their own affiliations and financial interest, as well as the affiliations and financial interests of family members, to ensure that there was no conflict of interest with vendors in the field. Each member signed a statement attesting to the fact that there was no conflict of interest.

The committee reviewed and discussed the Request for Proposal and alternative evaluation criteria. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

1. Understanding and Prior Experience with the township – 30 points
2. Experience and Qualifications of Individuals – 20 points
3. Overall company history – 30 points
4. Agreement to the Pricing Model – 20 points

On September 26, 2016, the Township Council passed resolution 258-9.16 authorizing the solicitation of proposals for said service. The following eight (8) proposals were received by the submission deadline of November 10, 2016:

Advantage Engineers, LLC
520 Fellowship Road Ste. A-106
Mt. Laurel, N.J. 08054

CME Associates
3141 Bordentown Avenue
Parlin, N.J. 08859

Brilliant Environmental Services
14 Executive Drive
Toms River, N.J. 08755

Distinct Engineering Solutions, Inc.
425 Old Georges Road
North Brunswick, N.J. 08902

JM Sorge
57 Fourth Street
Somerville, N.J. 08876

Prestige Environmental, Inc.
220 Davidson Ave. Ste. 307
Somerset, N.J. 08873

Remington, Vernick & Vena Engineers
3 Jocama Blvd. Ste. 2
Old Bridge, N.J. 08857

T & M Associates
11 Tindall Road
Middletown, N.J. 07748

The committee discussed the proposals sharing observations including: experience, knowledge of professionals and other factors. The committee members then individually filled out Committee Evaluation Forms, assigning numerical scores for each firm.

T&M Associates received the highest points overall at 285. T&M has been highly engaged by the Township over the past two years in a continuing role managing the renovation of Veterans Park associated with the high school soil contamination project.

CME Associates and J.M. Sorge tied for second each with a total of 270 points. Both have skilled experience and demonstrated success under prior environmental engineering contracts with the township.

Remington, Vernick & Vena Engineers scored a fourth place ranking with a total of 245 points, followed by Distinct Engineering Solutions, Inc. with a score of 205, Brilliant Environmental Services with a score of 195, Prestige Environmental, Inc. with a score of 190, and Advantage Engineers, LLC with a score of 180 points.

All other firms were in agreement with the pricing model and no exceptions were noted by the committee. It is the Evaluation Committee's recommendation to appoint the following three (3) firms as Environmental Engineers:

T&M Associates, J.M. Sorge, CME Associates

Selecting each of these firms given their expansive environmental experience will provide North Brunswick with a wide selection of options to secure engineers as needed for a variety of specific projects.

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH
TOKARSKI AND MILLEMANN ARCHITECTS, LLC
AND ARCARI AND IOVINO ARCHITECTS, P.C.
TO PROVIDE ARCHITECTURE SERVICES**

WHEREAS, the Department of Public Works is responsible for providing maintenance and upgrades to municipal buildings; and

WHEREAS, Director Eric Chaszar determined there is a need to procure architecture services for general and specialized projects; and

WHEREAS, municipal facility structures covered include: park structures, the Senior Center, the Municipal Complex, the Public Library, and Public Works facilities; and

WHEREAS, on September 26, 2016 the Township Council approved resolution 258-9.16 authorizing the solicitation of Requests for Proposals for said professional services; and

WHEREAS, services were procured in formal manner under N.J.S.A. 40A:11-4.1a et seq. under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to submit a proposal; and

WHEREAS, the Purchasing Agent received, and the Deputy Municipal Clerk witnessed, the receipt of three proposals for said professional services on November 10, 2016; and

WHEREAS, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein an Evaluation Report detailing their review and recommendation; and

WHEREAS, the Evaluation Committee recommends the award of contract PRO17017 to two firms including: Tokarski and Millemann Architects, LLC (228 Brick Boulevard, Brick, New Jersey 08723) and Arcari and Iovino, P.C. (1 Katherine Street, Little Ferry, New Jersey 07643); and

WHEREAS, Township Attorney Ronald Gordon has reviewed the proposals submitted and determined the proposals submitted by Tokarski and Millemann Architects, LLC and Arcari and Iovino, P.C. to be responsive under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and any provisions of the revised statutes of the State of New Jersey; and

WHEREAS, it is in the best interest of the Township of North Brunswick to enter into an agreement with Tokarski and Millemann Architects, LLC and Arcari and Iovino, P.C. to provide architecture services as requested for calendar year 2017; and

WHEREAS, Tokarski and Millemann Architects, LLC, serving as the lead architect, shall be compensated for these services as outlined within their contract for an authorization not to exceed \$5,000.00 for general matters, exclusive of special projects; and

WHEREAS, the Chief Financial Officer has certified that \$5,000.00 is available for general matters in account 7-01-26-310-000-200 for services ending June 30, 2017 and the balance of funds shall be certified upon the appropriation of funds in FY2018; and

WHEREAS, the Chief Financial Officer shall certify and appropriate funds from the budgeted and capital improvement authorizations relating to services rendered by Arcari and Iovino, P.C.

NOW, THEREFORE, BE IT RESOLVED on this 2nd day of January, 2017, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness agreements with Tokarski and Millemann Architects, LLC and Arcari and Iovino, P.C. to provide architecture services, as requested, for calendar year 2017.

Resolution # 16-1.17

BE IT FURTHER RESOLVED notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

CERTIFICATION

I, Kala Sriranganathan, Chief Financial Officer, hereby certify that \$5,000.00 is available for this purpose in account 7-01-26-310-000-200 for services ending June 30, 2017 and the balance of funds shall be certified upon the appropriation of funds in FY2018 for the contract with Tokarski and Millemann Architects. PRO17017

In addition, I shall certify and appropriate funds from the budgeted and capital improvement authorization(s) relating to services rendered by Arcari and Iovino, P.C. PRO17030

Kala Sriranganathan
Chief Financial Officer

Kathryn Monzo
Business Administrator

Ronald Gordon, Esq.
Township Attorney
Approved as to legal form

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
GUADAGNINO				
PALADINO				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 2, 2017.

Lisa Russo
Township Clerk

RECEIPT OF BIDS

November 10, 2016

Results from the receipt of proposals on Thursday, November 10, 2016, at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, NJ.

Present: Justine Progebin, Purchasing Agent
Samantha Gresh, Purchasing Assistant
Milvi Weiner, Deputy Clerk

Resolution #258-9.16 adopted on September 26, 2016 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law. Ms. Weiner asked for any additional proposals. Receipt of proposals is closed.
The following receipt of proposals were received:

Contract PRO17017
Municipal Architect

Total

Arcari & Iovino Architects
1 Katherine Street
Little Ferry, NJ 07643

Set Fees

Netta Architects LLC
1084 Route 22 West
Mountainside, NJ 07092

Set Fees

Tokarski Millemann Architects
228 Brick Blvd. Suite 2
Brick, NJ 08723

Set Fees

A report will be presented to the Township Council for possible awards at the next Township Council Meeting.

Lisa Russo
Municipal Clerk



TOWNSHIP OF NORTH BRUNSWICK

710 HERMANN ROAD
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 ext 268
Website: WWW.NORTHBRUNSWICKNJ.GOV

EVALUATION REPORT
MUNICIPAL ARCHITECT
REQUEST FOR PROPOSAL PRO17017
DECEMBER 28, 2016

The Township of North Brunswick seeks a qualified firm to serve as municipal architect for the municipality in 2017. Three proposals were received, all demonstrating general experience and meeting the fundamental qualifications of the services required. A three person committee evaluated the proposals comprised of the following individuals:

Kathryn Monzo, Business Administrator
Justine Progebin, Assistant Business Administrator
Eric Chaszar, Director of Public Works

In addition to the committee reviewing proposals, Legal Counsel was engaged to review proposals submitted for legal compliance.

Prior to the committee's first meeting, each committee member assessed their own affiliations and financial interest, as well as the affiliations and financial interests of family members, to ensure that there was no conflict of interest with vendors in the field. Each member signed a statement attesting to the fact that there was no conflict of interest.

The committee reviewed and discussed both the Request for Proposal and alternative evaluation criteria on several occasions. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

- Understanding of Service- 0-30 points
- Prior Experience of Individual/ Team Identified- 0-20 points
- Overall Company History w/similar services- 0-30 points
- Agreement to pricing model- 0-20points

On September 26, 2016, the Township Council passed resolution 258-9.16 authorizing the solicitation of proposals for said service. The following Three proposals were received by the submission deadline of November 10, 2016.

Arcari & Iovino Architects
One Katherine Street
Little Ferry, NJ 07643

Netta Architects
1084 Rt. 22 West
Mountainside, NJ 07092

Tokarski, Millemann Architects, LLC
228 Brick Boulevard
Brick, NJ 08723

The committee members all individually reviewed each proposal and then met together on December 8, 2016. The committee discussed the proposals, sharing observations, experience, proposed methodology and other factors. The committee members then individually filled out Committee Evaluation Forms, assigning numerical scores for each firm.

A group discussion on historical knowledge highlighted that, both Tokarski, Millemann Architects, LLC and Arcari & Iovino Architects have previous experience and involvement in architectural work for the Township. All firms were in agreement with the pricing model and no exceptions were noted by the committee.

Tokarski, Millemann Architects, LLC received the highest points overall at 265. In second place was Arcari & Iovino Architects with a score of 260. Netta Architects scored 215. It should be noted that Tokarski and Millemann have performed several projects for the year 2016 including canopies over the wash station and work area at the Public Works Garage and are currently involved in a new maintenance facility.

As a result of the evaluation on December 8, 2016, the committee recommends that Tokarski, Millemann Architects, LLC and Arcari & Iovino Architects be awarded the 2017 contract based upon overall scoring on the criteria established and review of the proposal.

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH
GOLDENBERG, MACKLER, SAYEGH, MINTZ, PFEFFER, BONCHI & GILL
TO PROVIDE SPECIAL COUNSEL SERVICES FOR
MUNICIPAL LIENS AND REAL ESTATE**

WHEREAS, the Township of North Brunswick has a need for special counsel for services relating to municipal liens and real estate for calendar year 2017; and

WHEREAS, on September 26, 2016 the Township Council approved resolution 258-9.16 authorizing the solicitation of Requests for Proposals for said professional services; and

WHEREAS, services were procured in formal manner under N.J.S.A. 40A:11-4.1a et seq. under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to submit a proposal; and

WHEREAS, the Purchasing Agent received, and the Deputy Municipal Clerk witnessed, the receipt of one proposal for said professional services on November 10, 2016; and

WHEREAS, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein an Evaluation Report detailing their review and recommendation; and

WHEREAS, the Evaluation Committee recommends the award of contract PRO17023 to Goldenberg, Mackler, Sayegh, Mintz, Pfeffer, Bonchi and Gill (660 New Road, Suite 1A, Northfield, New Jersey 08225) to provide services relating to municipal liens and real estate for calendar year 2017; and

WHEREAS, Township Attorney Ronald Gordon has reviewed the proposal submitted by Goldenberg, Mackler, Sayegh, Mintz, Pfeffer, Bonchi and Gill and determined them to be responsive under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and any provisions of the revised statutes of the State of New Jersey; and

WHEREAS, it is in the best interest of the Township of North Brunswick to enter into an Agreement with Goldenberg, Mackler, Sayegh, Mintz, Pfeffer, Bonchi and Gill to provide services relating to municipal liens and real estate for calendar year 2017; and

WHEREAS, Goldenberg, Mackler, Sayegh, Mintz, Pfeffer, Bonchi and Gill shall be compensated for these services as outlined within their contract in an amount not to exceed \$10,000.00 which shall be charged to the related accounts, as certified by the Chief Financial Officer; and

WHEREAS, the Chief Financial Officer has certified that \$7,000.00 is available for this purpose in account 7-01-20-145-000-200 for services ending June 30, 2017 and the balance of funds shall be certified upon the appropriation of funds in FY2018.

NOW, THEREFORE, BE IT RESOLVED on this 2nd day of January, 2017, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with Goldenberg, Mackler, Sayegh, Mintz, Pfeffer, Bonchi and Gill to provide services relating to municipal liens and real estate for calendar year 2017.

BE IT FURTHER RESOLVED notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

RECEIPT OF BIDS

November 10, 2016

Results from the receipt of proposals on Thursday, November 10, 2016, at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, NJ.

Present: Justine Progebin, Purchasing Agent
Samantha Gresh, Purchasing Assistant
Milvi Weiner, Deputy Clerk

Resolution #258-9.16 adopted on September 26, 2016 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law. Ms. Weiner asked for any additional proposals. Receipt of proposals is closed.
The following receipt of proposals were received:

Contract PRO17023

Total

Special Counsel – Municipal Liens and Real Estate

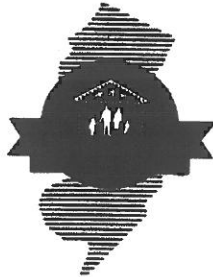
Goldenberg, Mackler, Sayegh, Mintz, Pfeffer,
Bonchi & Gill

660 New Road Suite 1A
Northfield, NJ 08225

Set Fees

A report will be presented to the Township Council for possible awards at the next Township Council Meeting.

Lisa Russo
Municipal Clerk



**TOWNSHIP OF NORTH BRUNSWICK
TAX COLLECTOR'S OFFICE**

710 HERMANN ROAD
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 ext. 460

Fax (732) 662-6624

Website: WWW.NORTHBRUNSWICKNJ.GOV

Evaluation Report

Special Council (Municipal Liens & Real Estate) – Request for Proposal PRO17023

November 10, 2016

On September 26th, 2016 the Township Council passed a resolution #258-9.16 for the advertisement for the receipt of bids for Professional Services to include Special Counsel (Municipal Liens & Real Estate) through a competitive contracting process. This process allows for factors other than price to be taken into consideration when awarding a contract. This process also requires that a committee be established prior to solicitation of proposals.

Pursuant to N.J.A.C. 53:34-4.3, the Township established a three (3) person committee comprised of the following individuals:

Justine Progebin, Assistant Business Administrator/Purchasing Agent
Kala Sriranganathan, CFO
Laurie Hammarstrom, Tax Collector

The committee reviewed and discussed the Review for Proposal. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

- | | |
|---|------------|
| 1. Understanding of Service | -30 points |
| 2. Prior experience of Individual/Team identified | -20 points |
| 3. Overall Company History with Similar Service | -30 points |
| 4. Agreement to Pricing Model | -20 points |

The following one (1) proposal was received by the submission deadline:

Goldenberg, Mackler & Sayegh
660 New Road
Northhill, NJ 08225

The committee members all individually reviewed the proposal. The committee then met to discuss the proposal experience, proposed methodology and other factors.

When the scoring was added, the firm was ranked as follows:

Goldenberg, Mackler & Sayegh 265

While no other proposals were received, the committee recommends authorizing a contract with Goldenberg, Mackler & Sayegh. Their firm submitted a proposal that is responsive to the Township's needs and scored the high in accordance with the pre-established weighting criteria.

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH
HODULIK & MORRISON, PA TO SERVE AS
MUNICIPAL AUDITOR**

WHEREAS, the Township of North Brunswick has a need to acquire Municipal Auditing Services for calendar year 2017; and

WHEREAS, on September 26, 2016 the Township Council approved resolution 258-9.16 authorizing the solicitation of Requests for Proposals for said professional services; and

WHEREAS, services were procured in formal manner under N.J.S.A. 40A:11-4.1a et seq. under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to submit a proposal; and

WHEREAS, the Purchasing Agent received, and the Deputy Municipal Clerk witnessed, the receipt of one proposal for said professional services on November 10, 2016; and

WHEREAS, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein an Evaluation Report detailing their review and recommendation; and

WHEREAS, the Evaluation Committee recommends the award of contract PRO17010 to Hodulik & Morrison, PA (1102 Raritan Avenue, P.O. Box 1450, Highland Park, NJ 08904) to serve as Municipal Auditor for calendar year 2017; and

WHEREAS, Township Attorney Ronald Gordon has reviewed the proposal submitted by Hodulik & Morrison, PA and determined them to be responsive under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and any provisions of the revised statutes of the State of New Jersey; and

WHEREAS, it is in the best interest of the Township of North Brunswick to enter into an Agreement with Hodulik & Morrison, PA to serve as Municipal Auditor for calendar year 2017; and

WHEREAS, Hodulik & Morrison, PA shall be compensated for these services as outlined within their contract in the amount of \$71,000.00 for preparation of the FY2017 audit, exclusive of special services which shall be charged to the related accounts, as certified by the Chief Financial Officer; and

WHEREAS, the Chief Financial Officer has certified that \$55,000.00 for the FY2017 audit is available in budget account 7-01-20-135-000-130, \$8,000.00 for the FY2017 audit is available in water account 7-05-55-502-000-130 and \$8,000.00 for the FY2017 audit is available in sewer account 7-07-55-502-000-130, and all other requested services shall be billed at an hourly rate and charged to the related improvement authorizations and/or the Finance-OE Financial Services budget account as certified by the Chief Financial Officer.

NOW, THEREFORE, BE IT RESOLVED on this 2nd day of January, 2017, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with Hodulik & Morrison, PA to serve as Municipal Auditor in the amount of \$71,000.00 for preparation of the FY2017 audit, exclusive of special services which shall be charged to the related accounts.

BE IT FURTHER RESOLVED notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

RECEIPT OF BIDS

November 10, 2016

Results from the receipt of proposals on Thursday, November 10, 2016, at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, NJ.

Present: Justine Progebin, Purchasing Agent
Samantha Gresh, Purchasing Assistant
Milvi Weiner, Deputy Clerk

Resolution #258-9.16 adopted on September 26, 2016 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law. Ms. Weiner asked for any additional proposals. Receipt of proposals is closed.
The following receipt of proposals were received:

Contract PRO17010
Municipal Auditor

Total

Hodulik & Morrison PA
1102 Raritan Ave.
PO Box 1450
Highland Park, NJ 08904

Set Fees

A report will be presented to the Township Council for possible awards at the next Township Council Meeting.

Lisa Russo
Municipal Clerk



TOWNSHIP OF NORTH BRUNSWICK

710 HERMANN ROAD
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 ext 268
Website: WWW.NORTHBRUNSWICKONLINE.COM

Evaluation Report

Municipal Auditor - Request for Proposal PRO17010

November 10, 2016

On September 26, 2016, the Township Council passed a resolution #258-9.16 authorizing the advertisement for the receipt of proposals for Professional Services to include Municipal Auditor through a competitive contracting process. This process allows for factors other than price to be taken into consideration when awarding a contract. This process also requires that a committee be established to evaluate proposals in accordance with "weighted" criteria established prior to solicitation of proposals.

Pursuant to N.J.A.C 5:34-4.3, the Township established a three (3) person committee comprised of the following individuals:

Kathryn Monzo, Business Administrator

Justine Progebin, Assistant Business Administrator/Purchasing Agent

Kala Sriranganathan, CFO

The committee reviewed and discussed the Request for Proposal. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

- | | |
|---|-------------|
| 1. Understanding of Services | - 30 points |
| 2. Prior experience of Individual/Team identified | - 20 points |
| 3. Overall Company History with Similar Services | - 30 points |
| 4. Agreement to Pricing Model | - 20 points |

The following one (1) proposal was received by the submission deadline:

Hodulik & Morrison, PA
1102 Raritan Avenue
P.O.Box 1450
Highland park, N.J. 08904

The committee members all individually reviewed the proposal. The committee then met to discuss the proposal, experience, proposed methodology and other factors.

When the scoring was added, the firm ranked as follows:

Hodulik & Morrison, PA 270

While no other proposals were received, the committee recommends the award of contract to Hodulik & Morrison, PA. for submitting a proposal that is responsive to the Township's needs and scored high in accordance with the pre-established weighting criteria.

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING AN AGREEMENT WITH
ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC.
TO PROVIDE RISK MANAGEMENT CONSULTING SERVICES
AS AN EXTRAORDINARY UNSPECIFIABLE SERVICE**

WHEREAS, North Brunswick Township is a member of the Garden State Municipal Joint Insurance Fund which provides coverage for Workers Compensation and Employers Liability, General Liability Coverage, Motor Vehicle and Equipment Liability, and Property Damage; and

WHEREAS, pursuant to resolution 314-12.16 the Township of North Brunswick renewed their membership in the Garden State Municipal Joint Insurance Fund with a three-year term commencing January 1, 2016 and ending December 31, 2019; and

WHEREAS, the Mayor and Council are authorized to designate a firm to provide Risk Management Consulting Services as authorized in the bylaws of the Garden State Municipal Joint Insurance Fund contract for 2017; and

WHEREAS, on September 26, 2016 the Township Council approved resolution 258-9.16 authorizing the solicitation of Requests for Proposals for said professional services; and

WHEREAS, services were procured in formal manner under N.J.S.A. 40A:11-4.1a et seq. under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to submit a proposal; and

WHEREAS, the Purchasing Agent received, and the Deputy Municipal Clerk witnessed, the receipt of four proposals for said professional services on November 10, 2016; and

WHEREAS, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein an Evaluation Report detailing their review and recommendation; and

WHEREAS, the Evaluation Committee recommends the award of contract PRO17015 to Arthur J. Gallagher Risk Management Consulting Services, Inc. (707 State Road, Suite 101, Princeton, New Jersey 08540) to provide Risk Management Consulting Services for calendar year 2017; and

WHEREAS, Township Attorney Ronald Gordon has reviewed the proposals submitted and determined the proposal submitted by Arthur J. Gallagher Risk Management Consulting Services, Inc. to be responsive under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and any provisions of the revised statutes of the State of New Jersey; and

WHEREAS, it is in the best interest of the Township of North Brunswick to enter into an agreement with Arthur J. Gallagher Risk Management Consulting Services, Inc. to provide Risk Management Consulting Services for calendar year 2017; and

WHEREAS, any commission or fees payable to Arthur J. Gallagher Risk Management Consulting Services, Inc. will be paid by the Garden State Municipal Joint Insurance Fund pursuant to the terms and conditions of the contract.

NOW, THEREFORE, BE IT RESOLVED on this 2nd day of January, 2017, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with Arthur J. Gallagher Risk Management Consulting Services, Inc. to provide Risk Management Consulting Services for calendar year 2017 and shall be compensated pursuant to the current agreement with the Garden State Municipal Joint Insurance Fund.

BE IT FURTHER RESOLVED notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

RECEIPT OF BIDS

November 10, 2016

Results from the receipt of proposals on Thursday, November 10, 2016, at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, NJ.

Present: Justine Progebin, Purchasing Agent
Samantha Gresh, Purchasing Assistant
Milvi Weiner, Deputy Clerk

Resolution #258-9.16 adopted on September 26, 2016 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law. Ms. Weiner asked for any additional proposals. Receipt of proposals is closed.
The following receipt of proposals were received:

Contract PRO17015
Risk Management

Total

Arthur J. Gallagher Risk Management Services Inc.
707 State Road Suite 101
Princeton, NJ 08540

Set Fees

Balken Risk Management Service
143 Washington Street
Morristown, NJ 07960

Set Fees

Brown & Brown Metro LLC
56 Livingston Ave.
Roseland, NJ 07068

Set Fees

Governmental Risk Management Associates
GRMA
1 Jocama Blvd. Suite 2B
Old Bridge, NJ 08857

Set Fees

A report will be presented to the Township Council for possible awards at the next Township Council Meeting.

Lisa Russo
Municipal Clerk



TOWNSHIP OF NORTH BRUNSWICK

710 HERMANN ROAD
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 ext 268
Website: WWW.NORTHBRUNSWICKONLINE.COM

EVALUATION REPORT
RISK MANAGER - REQUEST FOR PROPOSALS
DECEMBER 29, 2016

As part of its annual award of professional service agreements in accordance with "Fair and Open" procurement process established in the State of New Jersey pursuant to N.J.S.A. 19:44A-20.1 et seq., North Brunswick Township solicited Requests for Proposals (RFP) for a Risk Manager for calendar year 2017.

On September 26, 2016, the Township Council passed resolution 258-9.16 authorizing the solicitation of proposals for this service. The process under a formal RFP allows for factors other than price to be taken into consideration when awarding a contract. This process also requires that a committee be established to evaluate proposals in accordance with "weighted" criteria established prior to solicitation of proposals.

Pursuant to N.J.A.C. 5:34-4.3, the Township established a three person committee comprised of the following individuals:

Kathryn Monzo, Business Administrator

Justine Progebin, Assistant Business Administrator

Sonia Brown, Human Resources

Prior to the committee's first meeting, each committee member assessed their own affiliations and financial interest, as well as the affiliations and financial interests of family members, to ensure that there was no conflict of interest with potential vendors. Each member signed a statement attesting to the fact that there was no conflict of interest.

The committee reviewed and discussed the Request for Proposal and alternative evaluation criteria. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

1. Respondent's understanding and prior experience with Township – 30 points
2. Experience and Qualifications of Individuals or Team – 20 points
3. Respondents overall company history and experience – 30 points
4. Pricing Model – 20 points

The following four proposals were received by the submission deadline of November 10, 2016:

Brown & Brown Metro
56 Livingston Avenue
Roseland, N.J. 07068

Governmental Risk Management Associates (GRMA)
1 Jocama Blvd. Suite 2B
Old Bridge, N.J. 08857

Balken Risk Management Services
143 Washington Street
Morristown, N.J. 07960

Arthur J. Gallagher Risk Management Consulting Services, Inc.
707 State Road, Suite 101
Princeton, N.J. 08542

The committee members individually reviewed each proposal. The committee then met to discuss the proposals including: experience, proposed methodology and other factors.

Arthur J. Gallagher Risk Management Consulting Services, Inc. has been named the Risk Management Consultant for the Township of North Brunswick since 2009. They received unanimous high scores in every category. Evaluators ranked their experience and ability high based on past performance dealing with the Township's risk and insurance matters. Their total score was 300 out of a possible 300.

Former Township Risk Manager, Brown and Brown worked with the Township for several years prior to 2009. Dominick Cinelli, with Brown and Brown, has both a historical relationship with the Township and is more than qualified in the field. He was instrumental during North Brunswick's participation with the Middlesex Joint Insurance Fund. The overall company history and experience ranked slightly lower putting them at second place with a score of 275 out of a possible 300. David Balken with Balken Risk Management Services also worked with the Township in the past and came in third with a score of 260 and finally Governmental Risk Management Associates, while a qualified firm, was last at 265.

The committee therefore recommends the award of contract to Arthur J. Gallagher Risk Management Consulting Services, Inc. for submitting a proposal that is responsive to the Township's needs and scores the highest in accordance with the pre-established weighting criteria.

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH
MASER CONSULTING PA TO PROVIDE
TRAFFIC ENGINEERING SERVICES**

WHEREAS, the Township of North Brunswick has a need to acquire Traffic Engineering Services for 2017; and

WHEREAS, on September 26, 2016 the Township Council approved resolution 258-9.16 authorizing the solicitation of Requests for Proposals for said professional services; and

WHEREAS, services were procured in formal manner under N.J.S.A. 40A:11-4.1a et seq. under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to submit a proposal; and

WHEREAS, the Purchasing Agent received, and the Deputy Municipal Clerk witnessed, the receipt of one proposal for said professional services on November 10, 2016; and

WHEREAS, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein an Evaluation Report detailing their review and recommendation; and

WHEREAS, the Evaluation Committee recommends the award of contract PRO17025 to Maser Consulting PA (331 Newman Springs Road, Suite 203, Red Bank, New Jersey 07701) to provide Traffic Engineering Services for calendar year 2017; and

WHEREAS, Township Attorney Ronald Gordon has reviewed the proposal submitted and determined the proposal submitted by Maser Consulting PA to be responsive under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and any provisions of the revised statutes of the State of New Jersey; and

WHEREAS, it is in the best interest of the Township of North Brunswick to enter into an agreement with Maser Consulting PA to provide Traffic Engineering Services for calendar year 2017; and

WHEREAS, Maser Consulting PA shall be compensated for these services as outlined within their contract for an authorization not to exceed \$10,000.00 for general services exclusive of special projects; and

WHEREAS, the Chief Financial Officer has certified that \$8,000.00 is available for general engineering matters in account 7-01-21-165-000-200, for services ending June 30, 2017 and the balance of funds shall be certified upon the appropriation of funds in FY2018.

NOW, THEREFORE, BE IT RESOLVED on this 2nd day of January, 2017, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with Maser Consulting PA to provide Traffic Engineering Services with a contract authorization not to exceed \$10,000.00 for general services exclusive of special projects.

BE IT FURTHER RESOLVED notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

RECEIPT OF BIDS

November 10, 2016

Results from the receipt of proposals on Thursday, December 1, 2016, at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, NJ.

**Present: Samantha Gresh, Purchasing Assistant
 Milvi Weiner, Deputy Clerk**

**Resolution #273-10.16 adopted on October 17, 2016 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law. Ms. Weiner asked for any additional proposals. Receipt of proposals is closed.
The following receipt of proposals were received:**

**Contract PRO17025
Traffic Engineering Services**

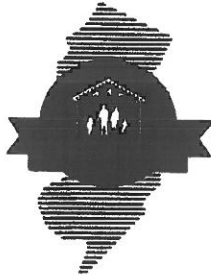
Total

**Maser Consulting PA
331 Newman Springs Road Suite 203
Red Bank, NJ 07701**

Set Fees

A report will be presented to the Township Council for possible awards at the next Township Council Meeting.

**Lisa Russo
Municipal Clerk**



TOWNSHIP OF NORTH BRUNSWICK

710 HERMANN ROAD
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 x268

Fax: (732) 289-3822

WWW.NORTHBRUNSWICKNJ.GOV

EVALUATION REPORT

2017 TRAFFIC ENGINEERING SERVICES - REQUEST FOR PROPOSAL

DECEMBER 22, 2016

The Township of North Brunswick seeks a qualified vendor to provide Traffic Engineering Services for the municipality for 2017. One (1) proposals was received, demonstrating general experience and meeting the fundamental qualifications of the services required. A three (3) person committee evaluated the proposals comprised of the following individuals:

Kathryn Monzo, Business Administrator

Michael C. Hritz, Director of Community Development

Justine Progebin, Assistant Business Administrator

Prior to the committee's first meeting, each committee member assessed their own affiliations and financial interest, as well as the affiliations and financial interests of family members, to ensure that there was no conflict of interest with vendors that provide engineering services. Each member signed a statement attesting to the fact that there was no conflict of interest. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion on a 100 point scale was as follows:

1. Understanding and Prior Experience with the township – 30 points
2. Experience and Qualifications of Individuals – 20 points
3. Overall company history – 30 points
4. Agreement to the Pricing Model – 20 points

On October 17, 2016, the Township Council passed resolution 273-10.16 authorizing the solicitation of proposals for said service. The following one (1) proposal was received by the submission deadline December 1, 2016:

Maser Consulting, P.A.
331 Newman Springs Road Suite 203
Red Bank, N.J. 07701

Evaluation Report Summary/Recommendation for Hiring

Maser received a score of 285 out of a possible total of 300. Their experience and expertise in this area is significant and they have served in a comparable capacity for the Planning Board for nearly seven years. Accordingly, the Evaluation Committee recommends that Maser Consulting, P.A. be retained to provide Traffic Engineering Services in 2017.

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH
REMINGTON, VERNICK & VENA ENGINEERS
TO SERVE AS
MECHANICAL ENGINEER**

WHEREAS, the Department of Public Works is responsible for providing maintenance and upgrades to municipal buildings; and

WHEREAS, Director Eric Chaszar determined there is a need to procure Mechanical Engineering services for general and specialized projects; and

WHEREAS, municipal facility structures covered include: parks facilities, the Senior Center, the Municipal Complex, the Public Library, and Public Works facilities; and

WHEREAS, on September 26, 2016 the Township Council approved resolution 258-9.16 authorizing the solicitation of Requests for Proposals for said professional services; and

WHEREAS, services were procured in formal manner under N.J.S.A. 40A:11-4.1a et seq. under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to submit a proposal; and

WHEREAS, the Purchasing Agent received, and the Deputy Municipal Clerk witnessed, the receipt of one proposal for said professional services on November 10, 2016; and

WHEREAS, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein an Evaluation Report detailing their review and recommendation; and

WHEREAS, the Evaluation Committee recommends the award of contract PRO17018 to Remington, Vernick & Vena Engineers (3 Jocama Blvd. Suite 2, Old Bridge, New Jersey 08857) to serve as Municipal Mechanical Engineer for calendar year 2017; and

WHEREAS, Township Attorney Ronald Gordon has reviewed the proposal submitted and determined the proposal submitted by Remington, Vernick & Vena Engineers to be responsive under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and any provisions of the revised statutes of the State of New Jersey; and

WHEREAS, it is in the best interest of the Township of North Brunswick to enter into an agreement with Remington, Vernick & Vena Engineers to serve as Municipal Mechanical Engineer for calendar year 2017; and

WHEREAS, Remington, Vernick & Vena Engineers shall be compensated for these services as outlined within their contract for an authorization not to exceed \$5,000.00 for general matters, exclusive of special projects; and

WHEREAS, the Chief Financial Officer has certified that \$5,000.00 is available for general matters in account 7-01-26-310-000-200 for services ending June 30, 2017 and the balance of funds shall be certified upon the appropriation of funds in FY2018.

NOW, THEREFORE, BE IT RESOLVED on this 2nd day of January, 2017, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with Remington, Vernick & Vena Engineers to serve as Municipal Mechanical Engineer for calendar year 2017 with an authorization not to exceed \$5,000.00 for general matters, exclusive of special projects.

BE IT FURTHER RESOLVED notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

RECEIPT OF BIDS

November 10, 2016

Results from the receipt of proposals on Thursday, November 10, 2016, at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, NJ.

Present: Justine Progebin, Purchasing Agent
Samantha Gresh, Purchasing Assistant
Milvi Weiner, Deputy Clerk

Resolution #258-9.16 adopted on September 26, 2016 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law. Ms. Weiner asked for any additional proposals. Receipt of proposals is closed.
The following receipt of proposals were received:

Contract PRO17018
Mechanical Engineer

Total

Remington, Vernick & Vena Engineers
3 Jocama Blvd. Suite 2
Old Bridge, NJ 08857

Set Fees

A report will be presented to the Township Council for possible awards at the next Township Council Meeting.

Lisa Russo
Municipal Clerk



TOWNSHIP OF NORTH BRUNSWICK

710 HERMANN ROAD
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 ext 268
Website: WWW.NORTHBRUNSWICKNJ.GOV

EVALUATION REPORT
MECHANICAL ENGINEER
REQUEST FOR PROPOSAL PRO 17018
DECEMBER 28, 2016

The Township of North Brunswick seeks a qualified firm to serve as mechanical engineer for the municipality in 2017. One proposal was received. The one mechanical engineer demonstrated general experience and met the fundamental qualifications of the services required. A three person committee evaluated the proposals comprised of the following individuals:

Kathryn Monzo, Business Administrator
Justine Progebin, Assistant Business Administrator
Eric Chaszar, Director of Public Works

In addition to the committee reviewing proposals, Legal Counsel was engaged to review proposals submitted for legal compliance.

Prior to the committee's first meeting, each committee member assessed their own affiliations and financial interest, as well as the affiliations and financial interests of family members, to ensure that there was no conflict of interest with vendors in the field. Each member signed a statement attesting to the fact that there was no conflict of interest.

The committee reviewed and discussed both the Request for Proposal and alternative evaluation criteria on several occasions. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

- Understanding of Service- 0-30 points
- Prior Experience similar projects- 0-20 points
- Overall Company History w/similar services- 0-30 points
- Agreement to pricing mode- 0-20points

On September 26, 2016, the Township Council passed resolution 258-9.16 authorizing the solicitation of proposals for said service. The following one proposal was received by the submission deadline of November 10, 2016.

Remington & Vernick & Vena Engineers
3 Jocama Blvd., Ste. 2
Old Bridge, NJ 08857

The committee members all individually reviewed the proposal and then met together on December 8, 2016. The committee discussed the proposal, sharing observations, experience, proposed methodology and other factors. The committee members then individually filled out Committee Evaluation Forms, assigning numerical scores.

A group discussion on historical knowledge highlighted that Remington & Vernick Engineers has worked on several Township projects including generators, boiler replacements, and the recently installed generator for the Municipal Bldg.

Remington & Vernick Engineers received the highest points overall at 280. No other proposals were received.

As a result of its evaluation on December 8, 2016, the committee recommends that Remington & Vernick Engineers be awarded the 2017 contact based upon overall scoring on the criteria established and review of the proposal.

22-117

RESOLUTION APPOINTING NORTH BRUNSWICK FIRE DEPARTMENT MEMBERS

WHEREAS, the members of the North Brunswick Volunteer Fire Departments No. 1, No. 2 and No. 3 have elected and recommended the appointments of:

Kevin Graulich	Fire Chief
Donald Salzmann Sr.	First Assistant Chief
Kevin Meehan	Second Assistant Chief
Thomas Lettieri	Chief: Bureau of Fire Prevention

WHEREAS, the Township Council has determined that said persons are eligible to serve in the offices named;

NOW, THEREFORE BE IT RESOLVED, ON THIS 2nd day of January, 2017, that the election and recommendation of the members of North Brunswick Volunteer Fire Departments as aforesaid be and are hereby approved.

Kathryn Monzo
Business Administrator

Ronald Gordon, Esq.
Township Attorney
certified as to form

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
GUADAGNINO				
PALADINO				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
MAYOR WOMACK				

I, Lisa Russo, Municipal Clerk of the Township of North Brunswick do hereby certify that the foregoing is a true copy of a Resolution passed by the TOWNSHIP COUNCIL of The TOWNSHIP OF NORTH BRUNSWICK at a meeting held on the 2nd day of January, 2017.

Lisa Russo
Municipal Clerk

23-1.17

**RESOLUTION APPOINTING RALPH ANDREWS
COUNCIL REPRESENTATIVE TO THE
NORTH BRUNSWICK PLANNING BOARD**

WHEREAS, the Township Council of the Township of North Brunswick
has appointed Ralph Andrews to the position of Council Representative
to the North Brunswick Planning Board for a term beginning January 1, 2017
through December 31, 2017; and

NOW, THEREFORE BE IT RESOLVED, on this 2nd day of January,
2017, that Ralph Andrews has been appointed to the position of Council
Representative to the North Brunswick Planning Board for a one year
term beginning January 1, 2017 through December 31, 2017.

Kathryn Monzo
Business Administrator

Ronald Gordon, Esq.
Township Attorney
certified as to form

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
GUADAGNINO				
PALADINO				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
MAYOR WOMACK				

I, Lisa Russo, Municipal Clerk of the Township of North Brunswick do hereby
certify that the foregoing is a true copy of a Resolution passed by the
TOWNSHIP COUNCIL of The TOWNSHIP OF NORTH BRUNSWICK at a
meeting held on the 2nd day of January, 2017.

Lisa Russo
Municipal Clerk

RESOLUTION #24-1.17

**RESOLUTION OF APPOINTMENTS TO THE
ZONING BOARD OF ADJUSTMENT
OF THE TOWNSHIP OF NORTH BRUNSWICK**

BE IT RESOLVED on this 2nd day of January, 2017, by the Township Council of the Township of North Brunswick, that the following appointments be made to the Zoning Board of Adjustment for the member terms specified below:

<u>NAME</u>		<u>MEMBER TERM</u>
Amir Farhat	Member	1/1/2017 – 12/31/2020

<u>NAME</u>		<u>MEMBER TERM</u>
Susan Malvone	Alternate	1/1/2017 – 12/31/2017

Michael C. Hritz
Director of Community Development

Kathryn Monzo
Business Administrator

Ronald Gordon, Esq.
Township Attorney
Approved as to legal form

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
MS. GUADAGNINO				
MR. PALADINO				
MR. ANDREWS				
MR. CORBIN				
MR. DAVIS				
MR. SOCIO				
MAYOR WOMACK				

I, Lisa Russo, Municipal Clerk of the Township of North Brunswick do hereby certify that the foregoing is a true copy of a Resolution passed by the Township Council of the Township of North Brunswick at a meeting held on the 2nd day of January, 2017.

Lisa Russo
Municipal Clerk

#25-1.17

**RESOLUTION APPOINTING BILL NELSON
REPRESENTATIVE TO THE MIDDLESEX COUNTY HOUSING
AND DEVELOPMENT COMMITTEE**

WHEREAS, the Township Council of the Township of North Brunswick has appointed Bill Nelson to the position of Representative to the Middlesex County Housing & Community Development Committee for the term beginning January 1, 2017 and to expire December 31, 2017;

NOW, THEREFORE, BE IT RESOLVED on this 1st day of January, 2017 that Bill Nelson be appointed to the position of Representative to the Middlesex County Housing and Community Development Committee for a one year term to expire to on December 31, 2017.

Kathryn Monzo
Business Administrator

Ronald Gordon, Esq.
Township Attorney
certified as to form

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
GUADAGNINO				
PALADINO				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
MAYOR WOMACK				

I, Lisa Russo, Municipal Clerk of the Township of North Brunswick do hereby certify that the foregoing is a true copy of a Resolution passed by the TOWNSHIP COUNCIL of The TOWNSHIP OF NORTH BRUNSWICK at a meeting held on the 2nd day of January, 2017.

Lisa Russo
Municipal Clerk

#26-117

**RESOLUTION OF THE TOWNSHIP COUNCIL OF
NORTH BRUNSWICK APPOINTING
TAX SEARCH OFFICER**

WHEREAS, N.J.S.A. 54:5-11 requires the Governing Body
designate the bonded official of the municipality to make examinations
of its records as to unpaid municipal liens and to certify the results; and

NOW, THEREFORE, BE IT RESOLVED that the Township Council
of the Township of North Brunswick does hereby appoint Fran Cipot
Tax Search Officer for a term beginning January 2, 2017 through
December 31, 2017.

Kathryn Monzo
Business Administrator

Ronald Gordon, Esq.
Township Attorney
Approved as to legal form

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
GUADAGNINO				
PALADINO				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
MAYOR WOMACK				

I, Lisa Russo, Municipal Clerk of the Township of North Brunswick do hereby certify that
the foregoing is a true copy of a Resolution passed by the TOWNSHIP COUNCIL of
The TOWNSHIP OF NORTH BRUNSWICK at a meeting held on the 2nd day of
January, 2017.

Lisa Russo
Municipal Clerk

RESOLUTION DESIGNATING A PUBLIC AGENCY COMPLIANCE OFFICER IN THE TOWNSHIP OF NORTH BRUNSWICK, COUNTY OF MIDDLESEX

WHEREAS, N.J.S.A. 10:5-36(f) empowers the State Treasurer to require State and Local agencies awarding public contracts to designate appropriate officers or employees to maintain liaison with and assist the State Treasurer in the implementation of Affirmative Action programs; and

WHEREAS, in furtherance of the aforesaid statutory mandate, the State of New Jersey has enacted regulations requiring each public agency annually to designate an officer or employee to serve as its Public Agency Compliance Officer and to notify the Department of Treasury, State Affirmative Action Office, 33 West State Street, 8th floor, Trenton, NJ 08625 of its designation by January 10th; and

WHEREAS, the Township Council of the Township of North Brunswick desires to so designate a Public Agency Compliance Officer;

NOW, THEREFORE, BE IT RESOLVED on this 2nd day of January, 2017, by the Township Council of the Township of North Brunswick, County of Middlesex, and State of New Jersey, that Justine Progebin be and is hereby designated as the Public Agency Compliance Officer; and be it

FURTHER RESOLVED, that the Township Clerk be and is hereby directed to file a certified copy of this Resolution with the Department of Treasury, State Affirmative Action Office, on or before January 10, 2017.

Kathryn Monzo
Business Administrator

Ronald Gordon, Esq.
Township Attorney
certified as to form

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
GUADAGNINO				
PALADINO				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
MAYOR WOMACK				

I, Lisa Russo, Municipal Clerk of the Township of North Brunswick do hereby certify that the foregoing is a true copy of a Resolution passed by the TOWNSHIP COUNCIL of The TOWNSHIP OF NORTH BRUNSWICK at a meeting held on the 2nd day of January, 2017.

Lisa Russo
Municipal Clerk

#28-1.17

**RESOLUTION DESIGNATING A SENIOR CITIZEN &
DISABLED PROTECTED TENANCY OFFICER IN THE TOWNSHIP OF
NORTH BRUNSWICK, COUNTY OF MIDDLESEX**

WHEREAS, the State of New Jersey has enacted a law entitled "Senior Citizens & Disabled Protected Tenancy Act"; and

WHEREAS, the purpose of this Act is to avoid the forced eviction and relocation of senior citizen tenants and the forced eviction and displacement of the handicapped whenever possible; and

WHEREAS, the Act grants to each eligible senior citizen tenant or Disabled tenant a protected tenancy status with respect to his or her dwelling unit whenever the building or structure in which that unit is located is converted from residential rental use to condominium, cooperative, planned residential Development, or separable fee simple ownership; and

WHEREAS, the Act provides that the governing body of a municipality may authorize a municipal officer to act as its Administrative Agency for the purpose of the act;

NOW, THEREFORE, BE IT RESOLVED on this 2nd day of January, 2017 by the Township Council of the Township of North Brunswick, County of Middlesex, and the State of New Jersey, that the Township Council does hereby appoint Michael Proietti as the officer to act as the Administrative Agency for the purposes of the aforesaid Act.

Kathryn Monzo
Business Administrator

Ronald H. Gordon
Township Attorney
Certified as to form

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
GUADAGNINO				
PALADINO				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
MAYOR WOMACK				

#29-1.17

**RESOLUTION FIXING THE INTEREST RATE ON
DELINQUENT TAXES**

WHEREAS, the New Jersey Statutes Annotated 54:4-67 provides for collection of interest for delinquent payment of taxes and assessments as set forth below;

BE IT FURTHER RESOLVED, by the Township Council of the Township of North Brunswick in the County of Middlesex, State of New Jersey, that the interest on delinquent taxes during the year 2016 be charged at the rate of eight (8) percent of the first \$1,500.00 of the delinquency on any lot, and at the rate of eighteen (18) percent on any amount in excess of \$1,500.00, the same calculated from the date the tax was payable until the date of the actual payment, provided however, that no interest be charged if payment of taxes is made within 10 days after the date upon which the same became payable.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A 54:4-67 delinquencies in excess of \$10,000.00 at the end of the Fiscal Year 2017, be charged an additional six (6) percent end of year penalty.

Kathryn Monzo
Business Administrator

Ronald Gordon, Esq.
Township Attorney
certified as to form

Laurie Hammarstrom
Tax Collector

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
GUADAGNINO				
PALADINO				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
MAYOR WOMACK				

I, Lisa Russo, Municipal Clerk of the Township of North Brunswick do hereby certify that the foregoing is a true copy of a Resolution passed by the TOWNSHIP COUNCIL of The TOWNSHIP OF NORTH BRUNSWICK at a meeting held on the 2nd day of January, 2017.

Lisa Russo
Municipal Clerk

30-1.17

**RESOLUTION AUTHORIZING COLLECTION OF INTEREST FOR
DELINQUENT PAYMENT OF UTILITY CHARGES**

WHEREAS, New Jersey Statutes Annotated provides for collection of interest for delinquent payment of taxes, rentals, connections and other charges as set forth below;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of North Brunswick in the County of Middlesex, State of New Jersey, that the Utility Collector be and hereby is authorized, in the course of collecting delinquent principal payments for utilities, to charge the current rate of interest utilized for collection of delinquent taxes; i.e. that the interest on delinquent utilities during the year 2017 be charged at the rate of eight (8) percent on the first \$1,500.00 of the delinquency, and at the rate of eighteen (18) percent on any amount in excess of \$1,500.00, the same calculated from the date the utility charge was payable until the date of the actual payment, provided however, that no interest be charged if payment of any utility charge installment is made within 30 days after the date of billing;

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A 54:4-67 delinquencies in excess of \$10,000.00 at the end of the Fiscal Year 2017, be charged an additional six (6) percent end of the year penalty.

Kathryn Monzo
Business Administrator

Ronald Gordon, Esq.
Township Attorney
certified as to form

Laurie Hammarstrom
Tax Collector

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
GUADAGNINO				
PALADINO				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
MAYOR WOMACK				

I, Lisa Russo, Municipal Clerk of the Township of North Brunswick do hereby certify that the foregoing is a true copy of a Resolution passed by the TOWNSHIP COUNCIL of The TOWNSHIP OF NORTH BRUNSWICK at a meeting held on the 2nd day of January, 2017.

Lisa Russo
Municipal Clerk

RESOLUTION AUTHORIZING FEE FOR RETURNED CHECKS

WHEREAS, The Township of North Brunswick is charged by its depositories for checks issued to the municipality which are returned to the municipality for insufficient funds; and

WHEREAS, The Township of North Brunswick has incurred increased administrative costs for the handling of said returned checks;

NOW, THEREFORE, BE IT RESOLVED that Director of Finance / Chief Financial Officer is hereby authorized to impose a Twenty Dollar (\$20.00) handling fee for any check payable to Township of North Brunswick which has been returned unpaid.

Kathryn Monzo
Business Administrator

Ronald Gordon, Esq.
Township Attorney
certified as to form

Kala Sriranganathan
CFO

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
GUADAGNINO				
PALADINO				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
MAYOR WOMACK				

I, Lisa Russo, Municipal Clerk of the Township of North Brunswick do hereby certify that the foregoing is a true copy of a Resolution passed by the TOWNSHIP COUNCIL of The TOWNSHIP OF NORTH BRUNSWICK at a meeting held on the 2nd day of January, 2017.

Lisa Russo
Municipal Clerk

#32-117

**RESOLUTION AUTHORIZING THE TAX ASSESSOR TO FILE TAX APPEALS
ON BEHALF OF THE TOWNSHIP OF NORTH BRUNSWICK**

BE IT RESOLVED, by the Township Council of the Township of North Brunswick that the Tax Assessor is authorized and directed to file tax appeals on behalf of the Township of North Brunswick and to correct any and all errors or omissions with regard to assessed values;

BE IT FURTHER RESOLVED, that the Tax Assessor is hereby authorized to execute Stipulations and Settlement on behalf of the municipality;

BE IT FURTHER RESOLVED, that the Tax Assessor is hereby authorized to file complaints on behalf of the Township of North Brunswick based upon farmland rollback procedures.

Kathryn Monzo
Business Administrator

Ronald Gordon, Esq.
Township Attorney
certified as to form

Dianne Walker
Tax Assessor

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
GUADAGNINO				
PALADINO				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
MAYOR WOMACK				

I, Lisa Russo, Municipal Clerk of the Township of North Brunswick do hereby certify that the foregoing is a true copy of a Resolution passed by the TOWNSHIP COUNCIL of The TOWNSHIP OF NORTH BRUNSWICK at a meeting held on the 2nd day of January, 2017.

Lisa Russo
Municipal Clerk

33-117

**RESOLUTION AUTHORIZING AND EMPOWERING
THE TAX COLLECTOR OF THE TOWNSHIP OF NORTH
BRUNSWICK TO CANCEL PROPERTY TAX REFUND OR
DELINQUENCY LESS THAN TEN (\$10.00) DOLLARS**

WHEREAS, N.J.S.A. 40A:517.1 empowers the governing body of any municipality by resolution to authorize a municipal employee chosen by the Governing Body to process, without further action on the part of the Governing Body, the cancellation of any property tax refund or delinquency of less than Ten (\$10.00) Dollars; and

WHEREAS, the Township Council of the Township of North Brunswick is desirous of utilizing the provisions of N.J.S.A. 40A:5-17.1(b) to authorize the Tax Collector of the Township of North Brunswick to so cancel any property tax refund or delinquency of less than Ten (\$10.00) Dollars;

NOW, THEREFORE, BE IT RESOLVED on this 1st day of January, 2017, by the Township Council of the Township of North Brunswick, County of Middlesex and State of New Jersey, that the Tax Collector of the Township of North Brunswick be and is hereby authorized and directed and empowered to cancel any property tax refund or delinquency of less than Ten (\$10.00) Dollars without further action on the part of the Governing Body.

Kathryn Monzo
Business Administrator

Ronald Gordon, Esq.
Township Attorney
certified as to form

Laurie Hammarstrom
Tax Collector

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
GUADAGNINO				
PALADINO				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
MAYOR WOMACK				

I, Lisa Russo, Municipal Clerk of the Township of North Brunswick do hereby certify that the foregoing is a true copy of a Resolution passed by the TOWNSHIP COUNCIL of The TOWNSHIP OF NORTH BRUNSWICK at a meeting held on the 2nd day of January, 2017.

Lisa Russo
Municipal Clerk

34-1.17

RESOLUTION ADOPTING SPECIAL RULES OF ORDER FOR MEETINGS OF COUNCIL.

WHEREAS, it is necessary to conduct the public meeting of the municipality in a method to ensure the legality of the business transacted and to carry on debate in a smooth and order manner; and

WHEREAS, Section 3-10 of the Code of the Township of North Brunswick authorizes the Council, by Resolution, to adopt procedural rules; and

WHEREAS, the Township Council has determined that it is appropriate to adopt Robert's Rules of Order as the procedural rules governing all meetings of the Township Council except as otherwise modified herein;

NOW, THEREFORE, BE IT RESOLVED on this 2nd day of January, 2017, by the Township Council of the Township of North Brunswick, County of Middlesex, and State of New Jersey, that Robert's Rules of Order be, and hereby are, adopted except as noted hereinbelow; and be it

FURTHER RESOLVED, that the following Standing Rules be and the same are hereby adopted:

1. During any portion of a meeting at which public comment is permitted or invited, each speaker from the public shall be recognized by the presiding officer. Upon such recognition, the speaker shall approach the podium, sign his or her name upon the sign-in sheet located thereon, and shall be permitted to speak for a total period of five (5) minutes. After all members of the public who desire to make comment have been initially recognized then any member of the public who has previously spoken may speak again upon being recognized by the presiding officer subject to such time limitations as may be deemed appropriate by the presiding officer;

Kathryn Monzo
Business Administrator

Ronald Gordon, Esq.
Township Attorney

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
GUADAGNINO				
PALADINO				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
MAYOR WOMACK				

I, Lisa Russo, Municipal Clerk of the Township of North Brunswick do hereby certify that the foregoing is a true copy of a Resolution passed by the TOWNSHIP COUNCIL of The TOWNSHIP OF NORTH BRUNSWICK at a meeting held on the 2nd day of January, 2017.

Lisa Russo, Municipal Clerk

35-1.17

RESOLUTION AUTHORIZING MAYOR AND COUNCIL TO ENTER INTO EXECUTIVE SESSION

WHEREAS, the Mayor and Council are mindful of the right of the public to attend and witness meetings of Governmental Bodies at which public business is discussed, and to be involved in all phases of governmental action; and

WHEREAS, the Open Public Meetings Act nonetheless recognizes the authority of a public body to exclude the public from meetings in certain enumerated instances in which disclosure of matters discussed could endanger public safety, property or other public interest, or invade individual privacy; and

WHEREAS, as authorized by the Open Public Meetings Act, N.J.S.A 10:4-12(b), the Mayor and Council have a need to meet in private session to discuss:

- _____ (1) Matters expressly rendered confidential by law;
- _____ (2) Matters, the disclosure of which would jeopardize the receipt of federal funds;
- _____ (3) Matters threatening unwarranted invasion of individual privacy;
- _____ (4) Matters affecting collective bargaining of public employees
- _____ (5) Matters involving acquisition of real property with public funds, or investment of public funds, where disclosures would jeopardize such acquisition or investments;
- _____ (6) Tactics and techniques utilizing in protection of public safety or property; matters concerning investigations of violations or possible violations of the law;
- _____ (7) Matters affecting pending or anticipated litigation to which the public body may be party; matters within the attorney-client privilege;
- _____ (8) Personnel matters concerning the employment, appointment evaluation, promotion or termination of a public officer or employee;
- _____ (9) Deliberations which may result in the imposition of civil penalty or the Suspension or loss of license or permit.

BE IT RESOLVED that the Mayor and Council will meet in private session at _____ P.M. on _____, to discuss the following specific items: _____

BE IT FURTHER RESOLVED that the matters so discussed will be disclosed to the public _____

Francis 'Mac' Womack III
Mayor

Kathryn Monzo
Business Administrator

Ronald Gordon
Township Attorney
Certified as to form

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
GUADAGNINO				
PALADINO				
ANDRREWS				
CORBIN				
DAVIS				
SOCIO				
MAYOR WOMACK				

**RESOLUTION ESTABLISHING A CASH
MANAGEMENT PLAN AND NAMING OFFICIAL
CASH DEPOSITORIES**

WHEREAS, N.J.S.A. 40A: 5-14 mandates that a Governing body of a municipal corporation shall, by resolution passed by a majority vote of the full membership thereof, designate as a depository for its monies a bank or trust company having its place of business in the state and organized under the laws of the United States or this state; and

WHEREAS, N.J.S.A. 40A: 5-15.1 amended by Chapter 148, P.L. 1997 established new requirements for the investment of public funds and adoption of a cash management plan for counties, municipalities and authorities; and

WHEREAS, the Township Council of the Township of North Brunswick, County of Middlesex, hereby complies with the above statutes; and

NOW, THEREFORE, BE IT RESOLVED, that the Township Council of the Township of North Brunswick, County of Middlesex adopts the following cash management plan, including the official depositories for the Township of North Brunswick, County of Middlesex, for the period January 1, 2017 through December 31, 2017.

**CASH MANAGEMENT PLAN OF THE
TOWNSHIP OF NORTH BRUNSWICK,
COUNTY OF MIDDLESEX**

I. STATEMENT OF PURPOSE

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A: 5-14 in order to set forth the basis for the deposits ("Deposits") and investment ("Permitted Investments") of certain public funds of the Township of North Brunswick, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

**II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED
BY THE PLAN**

- A. The plan is intended to cover all deposits and/or all investments of the funds of the Township of North Brunswick including but not limited to:

General Operating Checking Account
Payroll Trust Fund (Gross Pay Impress Account)
Recreation Trust Fund (Credit Card Clearing Account)
Water & Sewer Utility Revenue Account (Utility Contract Operator)
Developers' Escrow Trust Funds
Municipal Court General Account
Municipal Court Bail Account
Growth Share Account
Soil Remediation
Soil Remediation Settlement
Lien Redemption Account
Belcourt

III. DESIGNATION OF OFFICIALS AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN

The Chief Financial Officer (the "Designated Official") is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials of the Township of North Brunswick are directed to supply to all depositories or any other parties with whom the Deposits, or Permitted Investments are made, a written copy of this Plan which shall be acknowledged in writing by such parties, and a copy of such acknowledgement kept on file with such official.

The Chief Financial Officer is further authorized to make interfund transfers between the Township Funds as may be necessary from time to time. The Chief Financial Officer is authorized to make such transfers and/or any and all payments by wire transfer as necessary.

IV. DESIGNATION OF DEPOSITORIES

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

Wells Fargo Bank:

Water & Sewer Utility Revenue Account

Provident:

General Operating Checking Account

Payroll Trust Fund

Recreation Trust Fund

Water & Sewer Utility Revenue Account

Municipal Court General Account

Municipal Court Bail Account

Lien Redemption Account

Growth Share Account

Soil Remediation

Belcourt

Bank of America

Developers' Escrow Trust Funds

Money Market Investment Accounts and/or Certificates of Deposit

TD Bank

Wells Fargo

Bank of America

Hudson City Savings Bank

Magyar Savings Bank

Capital One Bank

Provident Bank

PNC Bank

Sun National Bank

Valley National Bank

All such depositories shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official(s) referred to in Section III above.

V. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL.

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Official(s) of the Township of North Brunswick referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as

Permitted investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official (s) referred to in Section III above.

Commerce Capital
Bank of America
Wells Fargo
RBC Dain Rauscher Inc.
Provident
TD WEALTH - CORPORATE TRUST

VI. AUTHORIZED INVESTMENTS

Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
- (2) Government money market mutual funds;
- (3) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
- (4) Bonds or other obligations of the Local Unit or bonds or other obligations of the school districts of which the Local Unit is a part or within which the school district is located;
- (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
- (6) Local government investment pools;
- (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L.1977, ch. 281 (C.52: 18A-90.4); or
- (8) Agreements for the repurchase of fully collateralized securities if:
 - (a) The underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
 - (b) The custody of collateral is transferred to a third party;
 - (c) The maturity of the agreement is not more than 30 days;
 - (d) The underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17: 19-41); and
 - (e) A master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms "governmental money market mutual fund" and "local government investment pool" shall have the following definitions:

Government Money Market Mutual Fund

An investment company or investment trust:

- (a) Which is registered with the Securities and Exchange Commission under the "Investment Company Act of 1940," 15 USC sec. 80a-1 et seq., and operated in accordance with 17 CFR sec. 270.2a-7.
- (b) The portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and
- (c) Which has:
 - (1) Attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
 - (2) Retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the "Investment Advisors Act of 1940," 15 U.S.C. sec 80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.

Local Government Investment Pool

An investment pool:

- (a) Which is managed in accordance with 17 C.F.R. sec 270.2a-7;
- (b) Which is rated in the highest category by a nationally recognized statistical rating organization;
- (c) Which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities;
- (d) Which is in compliance with rules adopted pursuant to the "Administrative Procedure Act," P.L. 1968, c.410 (c.52: 14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investment;
- (e) Which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected at the time of interest rate adjustment, to have a market value that approximates their par value, or net asset value; and
- (f) Which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management fund, or through the use of a National or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9 (C49: 3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in the U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government Securities.

VII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGEMENT OF RECEIPT OF PLAN.

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Township of North Brunswick, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Township of

shall provide for the designation of such investments in the name of the Township of North Brunswick to assure that there is no unauthorized use of the funds or the Permitted Investments that involve Securities shall be executed by a "delivery versus payment" method to insure that such Permitted Investments are either received by the Township of North Brunswick or by a third party custodian prior to or upon the release of the Township of North Brunswick's funds.

To assure that all parties with whom the Township of North Brunswick deals either by way of Deposits or Permitted Investments are aware of the authority and the limits sets forth in the Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s)

VIII. REPORTING REQUIREMENTS

At the public meeting of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the Township of North Brunswick a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the Township of North Brunswick as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Township of North Brunswick.

IX. TERM OF THE PLAN

This plan shall be effective January 1, 2017 through December 31, 2017. The Plan may be amended from time to time as necessary.

To the extent that any amendment is adopted by the Township Council, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

Kala Sriranganathan
Chief Financial Officer

Ronald Gordon, Esq
Township Attorney
Certified as to form

**A RESOLUTION AUTHORIZING PURCHASES
FROM STATE CONTRACT VENDORS**

WHEREAS, the Township of North Brunswick, as a local government contracting unit, may without advertising for bids, purchase any materials, supplies, services or equipment under any contract, for the purchase of such items, entered into on behalf of the State of New Jersey by the New Jersey Department of the Treasury, Division of Purchase and Property, pursuant to N.J.S.A. 40A:11-12; and

WHEREAS, the Township Council hereby authorizes an open-ended agreement with the attached list (Schedule A) of State Contract vendors through this resolution, and properly executed purchase orders, which agreements shall be subject to all conditions applicable under the current State contracts for said items; and

WHEREAS, the Township Council desires to authorize the purchase of certain items from approved State Contract vendors.

NOW THEREFORE BE IT RESOLVED, Township Council of the Township of North Brunswick does hereby authorize of North Brunswick Township, Middlesex County, New Jersey hereby authorize the following:

1. That this Resolution shall constitute an agreement between the Township of North Brunswick and State Contract vendors, as set forth on the attached Schedule A, subject to all terms and conditions applicable to their respective current State Contracts.
2. That the Council hereby authorizes the Purchasing Agent to purchase the items set forth on Schedule A from approved New Jersey State Contract vendors, pursuant to the respective current State Contracts listed in said schedule.
3. That pursuant to the rules of the Local Finance Board of the State of New Jersey, that no amount of said contracts shall be chargeable or certified until such time as goods are acknowledged with a certified Purchase Order.
4. That this agreement shall expire December 31, 2017 or upon expiration of the respective vendors State Contract, whichever occurs earlier.

Kathryn Monzo
Business Administrator

Ronald Gordon, Esq.
Township Attorney
Approved as to legal form

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
GUADAGNINO				
PALADINO				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 2, 2017.

Lisa Russo
Township Clerk

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING AN AGREEMENT WITH
THE RODGERS GROUP, LLC
TO ASSIST THE POLICE DEPARTMENT IN THE ACCREDITATION PROCESS**

WHEREAS, Accredited status represents a significant professional achievement for law enforcement agencies and acknowledges the implementation of policies and procedures that are conceptually sound and operationally effective; and

WHEREAS, the foundation of Accreditation lies in the adoption of standards containing a clear statement of professional objectives and is an opportunity for the Police Department to conduct a thorough self-analysis to determine how existing operations can be adapted to meet these standards and objectives; and

WHEREAS, in September 2016 the Police Director made a recommendation to the governing body to solicit proposals from qualified consultants to assist the North Brunswick Police Department in obtaining accreditation from the New Jersey State Association of Chiefs of Police in 2017.

WHEREAS, on September 26, 2016 the Township Council approved resolution 258-9.16 authorizing the solicitation of Requests for Proposals for said professional services; and

WHEREAS, services were procured in formal manner under N.J.S.A. 40A:11-4.1a et seq. under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to submit a proposal; and

WHEREAS, the Purchasing Agent received, and the Deputy Municipal Clerk witnessed, the receipt of one proposal for said professional services on November 10, 2016; and

WHEREAS, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein an Evaluation Report detailing their review and recommendation; and

WHEREAS, the Evaluation Committee recommends the award of contract PRO17024 to the firm The Rodgers Group LLC (53 D Street Seaside Park, New Jersey 08752); and

WHEREAS, Township Attorney Ronald Gordon has reviewed the proposal submitted and determined the proposal submitted by The Rodgers Group LLC to be responsive under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and any provisions of the revised statutes of the State of New Jersey; and

WHEREAS, it is in the best interest of the Township of North Brunswick to enter into an agreement with The Rodgers Group LLC to assist the North Brunswick Police Department in obtaining accreditation from the New Jersey State Association of Chiefs of Police in 2017; and

WHEREAS, The Rodgers Group LLC shall be compensated for these services as outlined within their contract for an authorization not to exceed \$39,900.00; and

WHEREAS, the Chief Financial Officer has certified that \$25,000.00 is available for general matters in account 7-01-25-240-999-200 for services ending June 30, 2017 and the balance of funds shall be certified upon the appropriation of funds in FY2018; and

NOW, THEREFORE, BE IT RESOLVED on this 2nd day of January, 2017, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with The Rodgers Group LLC to assist the North Brunswick Police Department in obtaining accreditation from the New Jersey State Association of Chiefs of Police in 2017.

BE IT FURTHER RESOLVED notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

RECEIPT OF BIDS

November 10, 2016

Results from the receipt of proposals on Thursday, November 10, 2016, at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, NJ.

Present: Justine Progebin, Purchasing Agent
Samantha Gresh, Purchasing Assistant
Milvi Weiner, Deputy Clerk

Resolution #258-9.16 adopted on September 26, 2016 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law. Ms. Weiner asked for any additional proposals. Receipt of proposals is closed.
The following receipt of proposals were received:

Contract PRO17024
Police Accreditation Consulting Services

Total

The Rodgers Group LLC
PO Box 831
Island Heights, NJ 08732

Set Fees

A report will be presented to the Township Council for possible awards at the next Township Council Meeting.

Lisa Russo
Municipal Clerk

**RESOLUTION FOR DATE, PLACE AND TIME OF TOWNSHIP
COUNCIL MEETINGS**

BE IT RESOLVED on this 2nd day of January, 2017, by the Township Council of the Township of North Brunswick that during calendar year 2017 the regular meetings of the Township Council shall be held on the first and third Monday nights of each month at seven o'clock P.M. (Eastern Standard Time) except in the event of the adoption of Daylight Savings Time, the latter shall be followed when said Daylight Savings Time is in effect at 710 Hermann Road, North Brunswick; and

BE IT FURTHER RESOLVED that in the event a regular meeting falls on a legal holiday, the meeting shall be held on Tuesday night after said holiday at the same place and hour; and

BE IT FURTHER RESOLVED that the workshop meetings of the Township Council of the Township of North Brunswick shall be held on Monday preceding the first and third Monday nights in each month at seven o'clock (Eastern Standard Time) except in the event of the adoption of Daylight Savings Time, the latter shall be followed when said Daylight Savings Time is in effect at 710 Hermann Road, North Brunswick, New Jersey.

Kathryn Monzo
Business Administrator

Ronald Gordon, Esq.
Township Attorney
certified as to form

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
GUADAGNINO				
PALADINO				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
MAYOR WOMACK				

I, Lisa Russo, Municipal Clerk of the Township of North Brunswick do hereby certify that the foregoing is a true copy of a Resolution passed by the TOWNSHIP COUNCIL of The TOWNSHIP OF NORTH BRUNSWICK at a meeting held on the 2nd day of January, 2017.

Lisa Russo
Municipal Clerk

SCHEDULE OF COUNCIL MEETINGS **2017**

Jan. 2 (Monday)	Re-Organization	6:00 PM
Jan. 9	Workshop	
Jan. 17(Tuesday)	Council	Martin Luther King, Jr.
Jan. 30	Workshop	
Feb. 6	Council	
Feb. 13	Workshop	
Feb. 21 (Tues.)	Council	President's Birthday
Feb. 27	Workshop	
March 6	Council	
March 13	Workshop	
March 20	Council	
March 27	Workshop	
April 3	Council	
April 17	Workshop / Council *	
April 24	Workshop	
May 1	Council	
May 8	Workshop	
May 22	Council	
May 30(Tues.)	Workshop	Memorial Day
June 5	Council	
June 26	Workshop	
July 10	Council	
July 31	Workshop	
Aug. 7	Council	
Aug. 28	Workshop	
Sept. 5 (Tues.)	Council	Labor Day
Sept. 12 (Tues.)	Workshop	September 11th
Sept. 18	Council	
Sept. 25	Workshop	
Oct. 2	Council	
Oct. 10 (Tues.)	Workshop	
Oct. 23	Council	
Oct. 30	Workshop	
Nov. 6	Council	(General Election is Nov. 7)
Nov. 13	Workshop	
Nov. 20	Council	
Nov. 27	Workshop	
Dec. 4	Winterfest / Council	
Dec. 11	Workshop	
Dec. 18	Council	

#40-1.17

**RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS FOR THE
CALENDAR YEAR 2017**

WHEREAS, it is necessary for the Township Council to designate the
following official newspapers as follows:

THE HOME NEWS & TRIBUNE
NORTH BRUNSWICK SENTINEL

BE IT RESOLVED on this 2nd day of January, 2017, by the Township
Council of the Township of North Brunswick that the above are hereby
designated as the official newspapers for the calendar year 2017, in which the
Township Council may direct and publish the such Township Ordinances,
Notices or any other matter or business by law to be published or advertised or
such matters or business as the Township Council may determine.

Kathryn Monzo
Business Administrator

Ronald Gordon, Esq.
Township Attorney
certified as to form

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
GUADAGNINO				
PALADINO				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
MAYOR WOMACK				

I, Lisa Russo, Municipal Clerk of the Township of North Brunswick do hereby certify that
the foregoing is a true copy of a Resolution passed by the TOWNSHIP COUNCIL of
The TOWNSHIP OF NORTH BRUNSWICK at a meeting held on the 2nd day of
January, 2017.

Lisa Russo
Municipal Clerk

41-1.17

RESOLUTION PROVIDING FOR AN "ANNUAL NOTICE OF MEETINGS" PURSUANT TO OPEN PUBLIC MEETINGS LAW

WHEREAS, it is necessary for the Township of North Brunswick to provide for an annual notice of meetings to be held by the Municipal bodies during the year;

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of North Brunswick on this 2nd day of January, 2017 that the attached annual notice of dates, times and places of the various municipal bodies of the Township of North Brunswick be:

1. Posted in the Municipal Complex
2. Transmitted to the Home News & Tribune and/or North Brunswick Sentinel.
3. Filed with the Township Clerk; and
4. Mailed to any person who requires it and has paid the fee hereby established at \$3.00.

BE IT FURTHER RESOLVED that the Municipal Clerk perform the necessary action to carry out the intent of this Resolution within seven (7) days hereof.

Kathryn Monzo
Business Administrator

Ronald Gordon
Township Attorney
certified as to form

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
GUADAGNINO				
PALADINO				
ANDREWS				
CORBIN				
DAVIS				
SOCIO				
MAYOR WOMACK				

I, Lisa Russo, Municipal Clerk of the Township of North Brunswick do hereby certify that the foregoing is a true copy of a Resolution passed by the TOWNSHIP COUNCIL of The TOWNSHIP OF NORTH BRUNSWICK at a meeting held on the 2nd day of January, 2017.

Lisa Russo
Municipal Clerk

COMMITTEE MEETING DATES 2017

January-17

COMMITTEE	DATE	MEETING ROOM	TIME
RE-ORGANIZATION	1/2/2017	COURT ROOM	6:00 P.M.
PLANNING BD.WORKSHOP	1/4/2017	CCR	7:30 PM
COUNCIL WORKSHOP	1/9/2017	COUNCIL ROOM	7:00 P.M.
BOARD OF HEALTH	1/10/2017	DPRCS OFFICE	6:00 PM
PARKS & REC. ADVISORY	1/10/2017	DPRCS OFFICE	7:00 PM
PLANNING BOARD	1/10/2017	COURT ROOM	7:30 P.M.
TRAFFIC SAFETY	1/10/2017	CCR	6:30 P.M.
JUVENILE CONFERENCE	1/12/2017	COUNCIL ROOM	7:00 PM
COUNCIL MEETING	1/17/2017	COURT ROOM	7:00 PM
MUNICIPAL ALLIANCE	1/18/2017	DPRCS OFFICE	7:00 PM
O.E.M. MEETING	1/19/2017	CCR	4:30 PM
ENVIRONMENTAL COMM.	1/23/2017	COUNCIL ROOM	7:00 PM
ZONING BOARD	1/24/2017	CCR	6:00 PM
ZONING BOARD	1/24/2017	COURT ROOM	7:00 PM
OPEN SPACE COMMITTEE	1/26/2017	DPRCS OFFICE	7:00 PM
COUNCIL WORKSHOP	1/30/2017	COUNCIL ROOM	7:00 PM
HERITAGE DAY COMM.	1/31/2017	DPRCS OFFICE	7:00 PM
AFFORDABLE HOUSING	1/24/2017	CCR	7:00 PM
YOUTH COUNCIL	1/31/2017	DPRCS OFFICE	7:00 PM

COMMITTEE MEETING DATES 2017

February-17

COMMITTEE	DATE	MEETING ROOM	TIME
PLANNING BOARD	2/1/2017	CCR	7:30 P.M.
COUNCIL MEETING	2/6/2017	COURT ROOM	7:00 P.M.
PLANNING BOARD	2/7/2017	COURT ROOM	7:30 P.M.
JUVENILE CONFERENCE	2/9/2017	COUNCIL ROOM	7:00 P.M.
COUNCIL WORKSHOP	2/13/2017	COUNCIL ROOM	7:00 P.M.
BOARD OF HEALTH	2/14/2017	DPRCS OFFICE	6:00 P.M.
TRAFFIC SAFETY	2/14/2017	CCR	6:00 P.M.
PARKS & REC. ADVISORY	2/14/2017	DPRCS OFFICE	7:00 P.M.
MUNICIPAL ALLIANCE	2/15/2017	DPRCS OFFICE	7:00 P.M.
O.E.M MEETING	2/16/2017	CCR	4:30 P.M.
COUNCIL MEETING	2/21/2017	COURT ROOM	7:00 P.M.
OPEN SPACE COMMITTEE	2/23/2017	DPRCS OFFICE	7:00 P.M.
COUNCIL WORKSHOP	2/27/2017	COUNCIL ROOM	7:00 P.M.
ENVIRONMENTAL COMM.	2/27/2017	CONFERENCE RM # 1	7:00 P.M.
ZONING BOARD	2/28/2017	CCR	6:00 P.M.
ZONING BOARD	2/28/2017	COURT ROOM	7:00 P.M.
AFFORDABLE HOUSING	2/28/2017	CONFERENCE RM # 1	7:00 P.M.
HERITAGE DAY COMM.	2/28/2017	DPRCS OFFICE	7:00 P.M.

COMMITTEE MEETING DATES 2017

March-17

COMMITTEE	DATE	MEETING ROOM	TIME
PLANNING BOARD	3/1/2017	CCR	7:30 P.M.
COUNCIL MEETING	3/6/2017	COURT ROOM	7:00 P.M.
SEPTEMBER 11TH COMM.	3/6/2017	DPRCS OFFICE	6:00 P.M.
PLANNING BOARD	3/7/2017	COURT ROOM	7:30 P.M.
JUVENILE CONFERENCE	3/9/2017	COUNCIL ROOM	7:00 P.M.
COUNCIL WORKSHOP	3/13/2017	COUNCIL ROOM	7:00 P.M.
PARKS & REC. ADVISORY	3/14/2017	DPRCS OFFICE	7:00 P.M.
BOARD OF HEALTH	3/14/2017	DPRCS OFFICE	6:00 P.M.
TRAFFIC SAFETY	3/14/2017	CCR	6:30 P.M.
MUNICIPAL ALLIANCE	3/15/2017	DPRCS OFFICE	7:00 P.M.
O.E.M. MEETING	3/16/2017	CCR	4:30 P.M.
COUNCIL MEETING	3/20/2017	COURT ROOM	7:00 P.M.
ZONING BOARD	3/21/2017	CCR	6:00 P.M.
ZONING BOARD	3/21/2017	COURT ROOM	7:00 P.M.
YOUTH COUNCIL	3/21/2017	DPRCS OFFICE	7:00 PM
COUNCIL WORKSHOP	3/27/2017	COUNCIL ROOM	7:00 P.M.
ENVIRONMENTAL COMM.	3/27/2017	CONFERENCE RM. # 1	7:00 P.M.
AFFORDABLE HOUSING	3/28/2017	CCR	7:00 P.M.
HERITAGE DAY COMM.	3/28/2017	DPRCS OFFICE	7:00 P.M.
OPEN SPACE COMMITTEE	3/30/2017	DPRCS OFFICE	7:00 P.M.

COMMITTEE MEETING DATES 2017
April-17

COMMITTEE	DATE	MEETING ROOM	TIME
SEPTEMBER 11TH COMM.	4/3/2017	DPRCS OFFICE	6:00 P.M.
COUNCIL MEETING	4/3/2017	COURT ROOM	7:00 P.M.
PLANNING BOARD	4/5/2017	CCR	7:30 P.M.
PARKS & REC. ADVISORY	4/11/2017	DPRCS	7:00 P.M.
BOARD OF HEALTH	4/11/2017	DPRCS OFFICE	6:00 P.M.
TRAFFIC SAFETY	4/11/2017	CCR	6:30 P.M.
PLANNING BOARD	4/11/2017	COURT ROOM	7:30 P.M.
JUVENILE CONFERENCE	4/13/2017	COUNCIL ROOM	7:00 P.M.
COUNCIL WORKSHOP	4/17/2017	COUNCIL ROOM	6:00 P.M.
COUNCIL MEETING	4/17/2017	COURT ROOM	7:00 P.M.
ZONING BOARD	4/18/2017	CCR	6:00 P.M.
ZONING BOARD	4/18/2017	COURT ROOM	7:00 P.M.
MUNICIPAL ALLIANCE	4/19/2017	DPRCS OFFICE	7:00 P.M.
O.E.M. MEETING	4/20/2017	CCR	4:30 P.M.
ENVIRONMENTAL COMM.	4/24/2017	HISTORICAL GALLERY	7:00 P.M.
COUNCIL WORKSHOP	4/24/2017	COUNCIL RM.	7:00 P.M.
AFFORDABLE HOUSING	4/25/2017	CONFERENCE RM. # 1	7:00 P.M.
HERITAGE DAY COMM.	4/25/2017	DPRCS OFFICE	7:00 P.M.
YOUTH COUNCIL	4/25/2017	DPRCS OFFICE	7:00 P.M.
OPEN SPACE COMMITTEE	4/27/2017	DPRCS OFFICE	7:00 P.M.

COMMITTEE MEETING DATES 2017
May-17

COMMITTEE	DATE	MEETING ROOM	TIME
SEPTEMBER 11TH COMM.	5/1/2017	DPRCS OFFICE	6:00 P.M.
COUNCIL MEETING	5/1/2017	COURT ROOM	7:00 P.M.
PLANNING BOARD	5/3/2017	CCR	7:30 P.M.
COUNCIL WORKSHOP	5/8/2017	COUNCIL ROOM	7:00 P.M.
PARKS & REC. ADVISORY	5/9/2017	DPRCS OFFICE	7:00 P.M.
TRAFFIC SAFETY	5/9/2017	CCR	6:30 P.M.
PLANNING BOARD	5/9/2017	COURT ROOM	7:30 PM
BOARD OF HEALTH	5/9/2017	DPRCS OFFICE	6:00 P.M.
JUVENILE CONFERENCE	5/11/2017	COUNCIL ROOM	7:00 P.M.
ZONING BOARD	5/16/2017	CCR	6:00 P.M.
ZONING BOARD	5/16/2017	COURT ROOM	7:00 P.M.
MUNICIPAL ALLIANCE	5/17/2017	DPRCS OFFICE	7:00 P.M.
O.E.M. MEETING	5/18/2017	CCR	4:30 P.M.
ENVIRONMENTAL COMM.	5/22/2017	CONFERENCE RM. # 1	7:00 P.M.
COUNCIL MEETING	5/22/2017	COURT ROOM	7:00 P.M.
AFFORDABLE HOUSING	5/23/2017	CCR	7:00 P.M.
OPEN SPACE COMMITTEE	5/25/2017	DPRCS OFFICE	7:00 P.M.
HERITAGE DAY COMM.	5/30/2017	DPRCS OFFICE	7:00 P.M.
COUNCIL WORKSHOP	5/30/2017	COUNCIL ROOM	7:00 P.M.

COMMITTEE MEETING DATES 2017
July-17

COMMITTEE	DATE	MEETING ROOM	TIME
PLANNING BOARD	7/5/2017	CCR	7:30 P.M.
COUNCIL MEETING	7/10/2017	COURT ROOM	7:00 P.M.
BOARD OF HEALTH	7/11/2017	DPRCS OFFICE	6:00 P.M.
TRAFFIC SAFETY	7/11/2017	CCR	6:30 P.M.
PLANNING BOARD	7/11/2017	COURT ROOM	7:30 P.M.
JUVENILE CONFERENCE	7/13/2017	COUNCIL ROOM	7:00 P.M.
ZONING BOARD	7/18/2017	CCR	6:00 P.M.
ZONING BOARD	7/18/2017	COURT ROOM	7:00 P.M.
O.E.M. MEETING	7/20/2017	CCR	4:30 P.M.
ENVIRONMENTAL COMM.	7/24/2017	CONFERENCE RM. # 1	7:00 P.M.
COUNCIL WORKSHOP	7/25/2016	COUNCIL ROOM	7:00 P.M.
AFFORDABLE HOUSING	7/25/2017	CONFERENCE RM. # 1	7:00 P.M.
HERITAGE DAY COMM.	7/25/2017	DPRCS OFFICE	7:00 P.M.

COMMITTEE MEETING DATES 2017
August-17

COMMITTEE	DATE	MEETING ROOM	TIME
PLANNING BOARD	8/2/2017	CCR	7:30 P.M.
COUNCIL MEETING	8/7/2017	COURT ROOM	7:00 P.M.
BOARD OF HEALTH	8/8/2017	DPRCS OFFICE	6:00 P.M.
TRAFFIC SAFETY	8/8/2017	CCR	6:30 P.M.
PLANNING BOARD	8/8/2017	COURT ROOM	7:30 P.M.
JUVENILE CONFERENCE	8/10/2017	COUNCIL ROOM	7:00 P.M.
ZONING BOARD	8/15/2017	CCR	6:00 P.M.
ZONING BOARD	8/15/2017	COURT ROOM	7:00 P.M.
O.E.M.MEETING	8/17/2017	CCR	4:30 P.M.
AFFORDABLE HOUSING	8/22/2017	CONFERENCE RM. # 1	7:00 P.M.
COUNCIL WORKSHOP	8/28/2017	COUNCIL ROOM	7:00 P.M.
ENVIRONMENTAL COMM.	8/28/2017	COUNCIL ROOM	7:00 P.M.
HERITAGE DAY COMM.	8/29/2017	DPRCS OFFICE	7:00 P.M.

COMMITTEE MEETING DATES 2017
September-17

COMMITTEE	DATE	MEETING ROOM	TIME
COUNCIL MEETING	9/5/2017	COURT ROOM	7:00 P.M.
PLANNING BOARD	9/6/2017	CCR	7:30 P.M.
COUNCIL WORKSHOP	9/12/2017	COUNCIL ROOM	7:00 P.M.
BOARD OF HEALTH	9/12/2017	DPRCS OFFICE	6:00 P.M.
PARKS & REC. ADVISORY	9/12/2017	DPRCS OFFICE	7:00 P.M.
TRAFFIC SAFETY	9/12/2017	CCR	6:30 P.M.
PLANNING BOARD	9/13/2017	COURT ROOM	7:30 P.M.
JUVENILE CONFERENCE	9/14/2017	COUNCIL ROOM	7:00 P.M.
COUNCIL MEETING	9/18/2017	COURT ROOM	7:00 P.M.
ZONING BOARD	9/19/2017	CCR	6:00 P.M.
ZONING BOARD	9/19/2017	COURT ROOM	7:00 P.M.
MUNICIPAL ALLIANCE	9/20/2017	DPRCS OFFICE	7:00 P.M.
O.E.M. MEETING	9/21/2017	CCR	4:30 P.M.
COUNCIL WORKSHOP	9/25/2017	COUNCIL ROOM	7:00 P.M.
ENVIRONMENTAL COMM.	9/25/2017	CONFERENCE RM. # 1	7:00 P.M.
AFFORDABLE HOUSING	9/26/2017	CCR	7:00 P.M.
HERITAGE DAY COMM.	9/26/2017	DPRCS OFFICE	7:00 P.M.

COMMITTEE MEETING DATES 2017
October-17

COMMITTEE	DATE	MEETING ROOM	TIME
COUNCIL MEETING	10/2/2017	COURT ROOM	7:00 P.M.
PLANNING BOARD	10/4/2017	CCR	7:30 P.M.
BOARD OF HEALTH	10/10/2017	DPRCS OFFICE	6:00 P.M.
PARKS & REC. ADVISORY	10/10/2017	DPRCS OFFICE	7:00 P.M.
PLANNING BOARD	10/10/2017	COURT ROOM	7:30 P.M.
TRAFFIC SAFETY	10/10/2017	CCR	6:30 P.M.
COUNCIL WORKSHOP	10/10/2017	COUNCIL ROOM	7:00 P.M.
JUVENILE CONFERENCE	10/12/2017	COUNCIL ROOM	7:00 P.M.
ZONING BOARD	10/17/2017	CCR	6:00 P.M.
ZONING BOARD	10/17/2017	COURT ROOM	7:00 P.M.
O.E.M. MEETING	10/18/2017	CCR	4:30 P.M.
ENVIRONMENTAL COMM.	10/23/2017	HISTORICAL GALLERY	7:00 P.M.
AFFORDABLE HOUSING	10/24/2017	CCR	7:00 P.M.
OPEN SPACE COMMITTEE	10/26/2017	DPRCS OFFICE	7:00 P.M.
COUNCIL WORKSHOP	10/30/2017	COUNCIL ROOM	7:00 P.M.
HERITAGE DAY COMM.	10/31/2017	DPRCS OFFICE	7:00 P.M.

COMMITTEE MEETING DATES 2017
November-17

COMMITTEE	DATE	MEETING ROOM	TIME
COUNCIL MEETING	11/6/2017	COURT ROOM	7:00 P.M.
PLANNING BOARD	11/8/2017	COURT ROOM	7:30 P.M.
JUVENILE CONFERENCE	11/9/2017	COUNCIL ROOM	7:00 P.M.
COUNCIL WORKSHOP	11/13/2017	COUNCIL ROOM	7:00 P.M.
BOARD OF HEALTH	11/14/2017	DPRCS OFFICE	6:00 P.M.
PARKS & REC. ADVISORY	11/14/2017	DPRCS OFFICE	7:00 P.M.
TRAFFIC SAFETY	11/14/2017	CCR	6:30 P.M.
ZONING BOARD	11/21/2017	CCR	6:00 P.M.
ZONING BOARD	11/21/2017	COURT ROOM	7:00 P.M.
O.E.M. MEETING	11/16/2017	CCR	4:30 P.M.
COUNCIL MEETING	11/20/2017	COURT ROOM	7:00 P.M.
AFFORDABLE HOUSING	11/28/2017	HISTORICAL GALLERY	7:00 P.M.
COUNCIL WORKSHOP	11/27/2017	COUNCIL ROOM	7:00 P.M.
HERITAGE DAY COMM.	11/28/2017	DPRCS OFFICE	7:00 P.M.
PLANNING BOARD	11/29/2017	CCR	7:30 P.M.
OPEN SPACE COMM.	11/30/2017	DPRCS OFFICE	7:00 P.M.

COMMITTEE MEETING DATES
December-17

2017

COMMITTEE	DATE	MEETING ROOM	TIME
COUNCIL / WINTERFEST	12/4/2017	COURT ROOM	7:00 P.M.
PLANNING BOARD	12/5/2017	COURT ROOM	7:30 P.M.
COUNCIL WORKSHOP	12/11/2017	COUNCIL ROOM	7:00 P.M.
BOARD OF HEALTH	12/12/2017	DPRCS OFFICE	6:00 P.M.
TRAFFIC SAFETY	12/12/2017	CCR	6:30 P.M.
ZONING BOARD	12/12/2017	CCR	6:00 P.M.
ZONING BOARD	12/12/2017	COURT ROOM	7:00 P.M.
JUVENILE CONFERENCE	12/14/2017	COUNCIL ROOM	7:00 P.M.
COUNCIL MEETING	12/18/2017	COURT ROOM	7:00 P.M.
ENVIRONMENTAL COMM.	12/19/2017	CONFERENCE RM. # 1	7:00 P.M.
O.E.M. MEETING	12/21/2017	CCR	4:30 P.M.
AFFORDABLE HOUSING	12/26/2017	CONFERENCE RM. # 1	7:00 P.M.